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2001

# **HILLSBOROUGH COUNTY**

## **NEW HAMPSHIRE**



**2001 ANNUAL REPORT**




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2001

# HILLSBOROUGH COUNTY

## NEW HAMPSHIRE



## 2001 ANNUAL REPORT



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## DEDICATION



Lorraine M. Smart

This annual report is dedicated to Lorraine M. Smart, who served the citizens of Hillsborough County from April 1990 until the time of her death on April 3, 2001.

Lorraine began her career with the County on April 16, 1990 as a clerk in the Human Services Department. In April of 1994 she was promoted to Human Resource Assistant where she served the County and its employees with dedication and indomitable spirit until her death on April 3, 2001.

Lorraine's dedication, willingness to help, and conscientious efforts on behalf of everyone she dealt with will be missed.

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**HILLSBOROUGH COUNTY OFFICERS**

**COMMISIONERS**

Rhona M. Charbonneau, Chairman  
Carol H. Holden, Vice Chairman  
Toni Pappas, Clerk

Hudson, NH  
Amherst, NH  
Manchester, NH

**TREASURER**

David Fredette

Nashua, NH

**COUNTY ATTORNEY**

Peter McDonough, Esq.

Manchester, NH

**REGISTRAR OF DEEDS**

Judith A. MacDonald

Merrimack, NH

**SHERIFF**

Walter A. Morse

Hillsborough, NH

**JUDGE OF PROBATE**

Raymond Cloutier

Goffstown, NH

**REGISTER OF PROBATE**

Robert Rivard

Manchester, NH

**CLERK OF SUPERIOR COURT**

John Safford  
Marshall Buttrick

Manchester, NH  
Nashua, NH

**HILLSBOROUGH COUNTY LEGISLATIVE DELEGATION**

**2001-2002 SESSION**

**DISTRICT #1 (Antrim, Deering, Windsor)**

Kimberley Dionne, 153 Clinton Rd. Antrim, NH03440

r

**DISTRICT #2 (Hillsborough)**

Larry G. Elliott PO Box 1512, Hillsborough NH 03244

r

**DISTRICT #3 (Antrim, Deering, Hillsborough, Windsor)**

Maxwell D. Sargent, PO Box 948, Hillsborough, NH 03244-0948

r

**DISTRICT #4 (Francestown, New Boston)**

Pierre W. Bruno, 603 Lyndeboro Road, Mont Vernon, NH 03057

r

**DISTRICT #5 (Weare)**

Neal M. Kurk, 285 Mt. Dearborn Road, Weare, NH 03281-5407

r

Gary S. Hopper, 107 Buxton School Road, Weare, NH 03281

r

**DISTRICT #6 (Francestown, New Boston, Weare)**

O. Alan Thulander, Box 240, Francestown, NH 03043

r

**DISTRICT #7 (Goffstown)**

Lawrence A. Emerton, Sr. 15 Medford Farms, Goffstown, NH 03045-6203

r

Richard E. Fletcher 101 Elm Street Goffstown, NH 03045

r

Randolph Holden 39 High St. Goffstown, NH 03045

r

Robert Wheeler, 7 Regina Drive, Goffstown NH 03045

r

Karen K. McRae, 469 Black Brook Road, Goffstown, NH 03045-2931

r

**DISTRICT #8 (Peterborough, Sharon)**

Merton S. Dyer, PO Box 3, West Peterborough, NH 03468-0003

r

Andrew R. Peterson, 63 Pine Street, Peterborough, NH 03458

r

**DISTRICT #9 (Bennington, Hancock)**

Edward R. Leach PO Box 267, Hancock NH 03449

r

**DISTRICT #10 (Greenfield, Lyndeborough, Mont Vernon)**

Linda T. Foster, 3 Blood Road, Mont Vernon, NH 03057-1412

d&r

**DISTRICT #11 (Wilton)**

Harold Melcher, 732 Abbot Hill Road, Wilton, NH 03086

d

**DISTRICT #12 (Bennington, Greenfield, Hancock, Lyndeborough, Mont Vernon, Wilton)**

Pamela D. Coughlin 66 Tater Street, Mont Vernon, NH 03057

r



**DISTRICT #13 (Milford)**

Peter E. Bragdon, 22 Quarry Circle, Milford, NH 03055	r
Tim O'Connell 483 Federal Hill Rd. Milford, NH 03055	r
Keith R. Herman, 387 Osgood Rd., Milford, NH 03055	r
Peter R. Leishman, 97 McGettigan Rd. Milford, NH 03055	r

**DISTRICT #14 (AMHERST)**

Paul D. Spiess, 9 Roberts Road, Amherst NH 03031	r
Cynthia J. Dokmo, 23 Lord Jeffrey Drive, Amherst, NH 03031	r
Robert H. Rowe, P.O. Box 1117, 18 Jones Road, Amherst, NH 03031	r

**DISTRICT #15 (Bedford)**

Edward P. Moran Jr. 19 Ministerial Road, Bedford, NH 03110-5724	r
Kathleen M. Floro, 95 Hitching Post Land, Bedford, NH 03110	r
Maurice E. Goulet, 48 Ministerial Branch, Bedford, NH 03110-5724	r
John A. Graham, 8 Ministerial Circle, Bedford NH 03110	r

**DISTRICT #16 (Amherst, Bedford)**

Peter Bergin, P.O. Box 105, Amherst, NH 03031-3315	r
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**DISTRICT #17 (Litchfield)**

Leon Calawa, Jr., 324 Chas. Bancroft Hwy. Litchfield, NH 03051-9800	r
Loren J. Jean, 25 Chas. Bancroft Hwy, Litchfield, NH 03051-2601	r

**DISTRICT #18 (Merrimack)**

Peter L. Batula, 12 Paige Drive, Merrimack, NH 03054	r
Robert W. Brundige, 19 Level Street, Merrimack, NH 03054	r
Dennis H. Fields, PO Box 0370 Merrimack, NH 03054-0370	r
Robert J. L'Heureux, 94 Back River Road, Merrimack, NH 03054-2690	r
John Balcom 85 Pond View Drive, Merrimack, NH 03054	r
Chris Christensen 27 Greatstond Drive, Merrimack 03054	r
Charles Q. Hall, PO Box 802 Merrimack NH 03054	r
Robert H. Milligan, 42 Patten Road, Merrimack, NH 03054-3064	r

**DISTRICT #19 (New Ipswich, Temple)**

Donald Carlson, P.O. Box 41, New Ipswich, NH 03071-0041	r
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**DISTRICT #20 (Brookline, Greenville, Mason)**

Thomas I. Arnold, Jr., 10 Milford Street, Brookline, NH 03033-2446	r
Betty B. Hall, PO Box 309, Brookline, NH 03033-0309	d

**DISTRICT #21 (Brookline, Greenville, Mason, New Ipswich, Temple)**

Richard S. Eaton, PO Box 263, Greenville, NH 03048	r
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**DISTRICT #22 (Hollis)**

Richard Drisko, PO Box 671, Hollis NH 03049 r  
Carolyn M. Gargas PO Box 6 Hollis NH 03049 r

**DISTRICT #23 (Hudson)**

David J. Alukonis, 121 Central Street, Hudson, NH 03051-4620 r  
Lars T. Christiansen, PO Box 171, Hudson, NH 03051 r  
Robert E. Clegg, Jr. 39 Trigate Road, Hudson, NH 03051 r  
Joan Tate, 104 Pelham Road, Hudson, NH 03051 r  
Rudy Lessard, 115 Bush Hill Road, Hudson, NH 03051 r  
David M. Bouchard 22 Tamarack St. Hudson, NH 03051 r

**DISTRICT #24 (Pelham)**

Jean-Guy J. Bergeron, 184 Marsh Road, Pelham, NH r  
Harold V. Lynde, 114 Jeremy Hill Road, Pelham, NH 03076 d  
Christopher Seibel, 5 Spring St. Pelham, NN 03076 r

**DISTRICT #25 (Hudson, Pelham)**

Donald B. White, 13 Shoal Creek Road, Hudson, NH 03051 r

**DISTRICT #26 (Nashua Ward 1)**

Paul C. Bellavance, 3 Denise Street Nashua, NH 03063 d  
Ruth Ginsburg, 6 Dover Street, Nashua, NH 03063 d

*Claire B. McHugh, 61 Dublin Avenue, Nashua, NH 03063* r

**DISTRICT #27 (Nashua Ward 2)**

Richard Larose, 36 Charlotte Avenue, Nashua, NH 03060 r  
Robert S. Mercer, 11 Dinsmore Street, Nashua, NH 03060-1850 r  
Michael A. Balboni, 26 Kessler Farm Drive #451, Nashua, NH 03063 r

**DISTRICT #28 (Nashua Ward 3)**

Nancy M. Ford 56 Raymond Street Nashua, NH 03060 r  
Robert A. Daigle, 133 Colgate Road, Nashua, NH 03060 d  
Lori Movsesian 15 Berkley St. Nashua, NH 03064 d

**DISTRICT #29 (Nashua Ward 4)**

Mary Gorman 44 1/2 Amherst Street, Nashua, NH 03060 d  
David E. Cote, 96 West Hollis Street, Nashua, NH 03060-3146 d  
David J. Gleneck, 34 Tampa St. Nashua, NH 03064 r

**DISTRICT #30 (Nashua Ward 5)**

Harvey Keye 19 Radcliffe Drive, Nashua, NH 03062 d  
Nelson Allan, 107 Shore Drive, Nashua, NH 03062 r  
Mary L. Andosca, 109 Shore Drive, Nashua, NH 03062 d

**DISTRICT #31 (Nashua Ward 6)**

Jane A. Clemons, 177 Kinsley Street, Nashua, NH 03060-3649	d
Roland J. Lefebvre, 19 Dane Street, Nashua, NH 03060-5835	d
Cynthia P. Sweeney 14 Fowell Avenue, Nashua, NH 03060	d

**DISTRICT #32 (Nashua Ward 7)**

Lori Cardin, 76 Marshall St. Nashua NH	d
Peter R. Cote 68 Bowers Street, Nashua, NH 03060	d
Claudette R. Jean, 52 Burke Street, Nashua, NH 03060-4743	d

**DISTRICT #33 (Nashua Ward 8)**

Joan H. Schulze 11 Spencer Drive, Nashua, NH 03062	d
Betty Lasky 15 MaseField Road, Nashua, NH 03062	d
Christine M. Konys, 10 Decatur Drive, Nashua, NH 03062-4525	d

**DISTRICT #34 (Nashua Ward 9)**

Mary Ellen Martin, 5 Lone Star Drive, Nashua, NH 03062-3411	d
Lawrence A. Artz, 7 Fountain Lane, Nashua, NH 03062	r
Christine Furman, 14 Middle Dunstable Rd., Nashua, NH 03062	r

**DISTRICT #35 (Nashua Wards 1, 2, 3, 5)**

Paul G. LaFlamme, Jr. 39 Marie Ave. Nashua, NH 03063	r
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**DISTRICT #36 (Nashua Wards 4, 6, 7, 8, 9)**

A. Theresa Drabinowicz, 56A Temple Street, Nashua, NH 03060-3429	d
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**DISTRICT #37 (Manchester Ward 1)**

John P. Kacavas 1788 River Road, Manchester, NH 03104	d
Jeff Goley 1683 N. River Road, Manchester, NH 03104	d
Sandra Reeves 754 Straw Hill, Manchester, NH 03101	r

**DISTRICT #38 (Manchester Ward 2)**

William Golding, 351 Ash St. Manchester, NH 03104	r
James W. Craig 233 Linden Street, Manchester, NH 03104	d
Saggy A. Tahir, 1315 Old Mammoth Road, Manchester NH 03104	r

**DISTRICT #39 (Manchester Ward 3)**

William Clayton 91 Harrison St. Manchester, NH 03104	d
Frank C. Guinta 139-1 W. Merrimack St. Manchester, NH 03101	r
vacant	

**DISTRICT #40 (Manchester Ward 4)**

Lionel W. Johnson, 276 Central Street, Manchester, NH 03103-4744	d
Kathleen Souza, 628 Belmont St. Manchester, NH 03104	r
Leo P. Pepino, 73 Walnut Street, Manchester, NH 03104-4848	r

**DISTRICT #41 (Manchester Ward 5)**

Alice McDonough-Wallace 233 Tarrytown Road Apt 28, Manchester, NH	d
Eric Palangas 626 Lake Ave. Manchester, NH 03103	d
Greg Salts 72 Kenney St. Manchester, NH	r

**DISTRICT #42 (Manchester Ward 6)**

Benjamin C. Baroody, 1181 Bridge Street, Manchester, NH 03104-5703	d
Michael Boulldwin 149 Morning Glory Drive, Manchester, NH 03109	r
Robert Murphy, 331 Medford St., Manchester, NH 03109	d

**DISTRICT #43 (Manchester Ward 7)**

Carol Ann Williams 127 Prout Ave. #1 Manchester, NH 03103	d
Paul J. Dwyer, Sr. 113 Hall Street, Manchester, NH 03103-4547	d
Robert J. Haley, 147 Beech Street, Manchester, NH 03101	d

**DISTRICT #44 (Manchester Ward 8)**

Raymond Buckley, 24 Gabrielle St., Manchester, NH 03103-7031	d
David Dionne, 317 Charlotte St. Manchester NH 03103	d
Steve Vaillancourt, 161 Faith Lane, Manchester, NH 03103-7031	l

**DISTRICT #45 (Manchester Ward 9)**

William J. Desrosiers, 125 Overland Street, Manchester, NH 03103-6624	r
Barbara Shaw, 45 Randall St. Manchester, NH 03103	d
Andre A. Martel 237 Riverdale Avenue, Manchester, NH 03103	r

**DISTRICT #46 (Manchester Ward 10)**

John M. White 81 Alpine Street, Manchester, NH 03102	d
Irene M. Messier, 40 New Gate Circle, Manchester, NH 03102	r
Gary C. Greenberg 145 McQuestin St. Manchester, NH 03102	r

**DISTRICT #47 (Manchester Ward 11)**

Judy Courchesne 282 Conant Street, Manchester, NH 03102	d
Nicholas Panagopoulos 40 Joliette St. A2B Manchester, NH 03102	d
Rob Thompson, 140 Conant St. #2, Manchester, NH	r

**DISTRICT #48 (Manchester Ward 12)**

Robert Chabot, 73 Joseph Street, Manchester, NH 03102-2312	r
Carlos E. Gonzalez, 1826 Front St. Apt. 1A, Manchester, NH 03102	r
Marc Pappas, 723 Coolidge Ave. Manchester, 03102	r



**Hillsborough County Delegation Meeting  
Manchester Courthouse  
December 13, 2000**

Present: Representatives: K. Dionne, L. Elliott, M. Sargent, P. Bruno, N. Kurk, G. Hopper, O.A. Thulander, L. Emerton, R. Fletcher, R. Holden, R. Wheeler, L. Foster, H. Melcher, P. Bragdon, T. O'Connell, P. Leishman, P. Spiess, C. Dokmo, E. Moran, M. Goulet, K. Floro, J. Graham, L. Calawa, L. Jean, R. Brundige, P. Batula, J. Balcom, R. L'Heureux, C. Hall, R. Milligan, D. Carlson, T. Arnold, B. Hall, R. Eaton, R. Drisko, C. Gargas, R. Clegg, L. Christiansen, R. Lessard, D. Bouchard, J. G. Bergeron, H. Lynde, D. White, P. Bellavance, C. McHugh, M. Balboni, R. LaRose, R. Mercer, N. Ford, L. Movsesian, D. Cote, T. Alciere, M. Gorman, N. Allen, H. Keye, M. Andosca, R. Lefebvre, P. Cote, C. Jean, L. Cardin, B. Lasky, C. Kony, L. Artz, M.E. Martin, C. Furman, P. LaFlamme, T. Drabinowicz, J. Kacavas, J. Goley, S. Reeves, W. Golding, S. Tahir, J. kCraig, W. Clayton, F. Quinta, B. Patria, L. Johnson, K. Souza, L. Pepino, A. M. Wallace, E. Palangas, B. Baroody, M. Bouldwin, J. Duval, C. Williams, P. Dwyer, Ro. Beaupre, R. Buckley, S. Vaillancourt, W. Desrosiers, A. Martel, I. Messier, G. Greeberg, J. White, N. Panagopoulos, R. Chabot, C. Gonzalez, M. Pappas. Also present: Comm. Charboneau, Comm. Holden, H. Anderson, C. Kirby, J. MacDonald, B. Moorehead, J. O'Mara, T. Pappas, D. Reidy, E. A. Robinson, M. Rusch, K. Giacomponello, F. Reidy, W. Belvin, L. Bergeron, A. Haettenschwiller, J. Sarette, B. Hunter, W. McCarty.

Rep. Mercer called the Delegation Meeting to order at 7:25 PM and requested Rep. T. Drabinowicz to lead us in the Pledge to the Flag. Rep. Mercer announced the first order of business is the election of a temporary chairman. Motion by Rep. Goulet, second by Rep. Melcher to elect Rep. Mercer as temporary chairman of the county convention. On a voice vote motion adopted.

Chairman Mercer appointed Rep. McCarty as temporary clerk and requested a roll call. Chairman Mercer declared a quorum present with 98 members.

Chairman Mercer recognized and thanked the nine retiring members of the Executive Committee, stating that several members served County Government for many years. Chairman Mercer also noted that the Board of Commissioners F/Y 2000 Annual Report would be dedicated to the retiring members of the Executive Committee, in addition, he recognized each with a plaque from Hillsborough County. The retiring members are:

Rep. William Belvin	2 terms
Rep. Lucien Bergeron	2 terms
Rep. Alphonse Haettenschwiller	4 terms
Rep. Bruce Hunter	1 term
Rep. Jeff MacGillivray	1 term
Rep. Winston McCarty	3 terms
Rep. Frank Reidy	10 terms
Rep. John Sarette	1 term
Rep. Roland Turgeon	10 terms

Chairman Mercer requested that members of the Delegation be seated, if extra seats are available, members of the public may be seated. Only members of the Delegation are eligible to address the Convention and make motions. For the record, the maker of the motion shall state their name and district. Motion forms are available at the front table.

Chairman Mercer introduced the Elected Officials and Department Heads that were present.



Chairman Mercer stated the next order of business is the caucus for party and area nominations for the twenty-one members of the Executive Committee. In addition he stated that Representatives running for the Executive Committee need to realize that this is a critical position and requires an additional amount of time and you need to be willing and able to give the time to the Executive Committee.

- Motion by Rep. Kurk, second by Rep. Goulet to accept the proposed orders of the day. Motion that the Executive Committee consist of 21 members;
- that the number of members on the Executive Committee from Manchester, Nashua and the towns be in proportion to the number of their state representatives (to wit: Manchester, 6; Nashua, 5; and towns, 10);
- that the number of Republican and Democratic members from Manchester, Nashua and the towns be in proportion to the number of Republican and Democratic State Representatives representing the respective areas (to wit: Manchester, 3 Democrats and 3 Republicans; Nashua, 3 Democrats and 2 Republicans; and the towns, 9 Republicans and 1 Democrats) and be nominated by their respective area and party only; and
- that the officers of the Convention be from the party garnering the majority of State Representatives in the County (to wit: the Republican party) and that the Nashua caucus of the majority party nominate the chairman, the Towns caucus of the majority party nominate the vice-chairman, and the Manchester caucus of the majority party nominate the clerk.

Rep. Buckley spoke in opposition to the motion. He objects to the traditional motion, he stated that in 1994 certain members of the Executive Committee (Republicans) decided that this should be the rule. Rep. Buckley would like the proposed orders of the day be rewritten to subtract language which states *that the officers of the Convention be from the party garnering the majority of State Representative in the County*.

Rep. Vaillancourt also spoke in opposition to the motion. He objects for different reasons than Rep. Buckley. Rep. Vaillancourt suggested that the most qualified person be nominated for the position of Chairman, Vice-Chairman, and Clerk and should not have it determined by rotation between the towns, Manchester and Nashua.

Rep. Goulet spoke in favor of the motion.

Chairman Mercer requested a standing vote on the original motion by Rep. Kurk, and seconded by Rep. Goulet. Motion adopted 58-31.

Chairman Mercer requested the representatives to present their slate of the nominees for the Executive Committee.

Rep. Buckley from the Manchester Democrats named the slate of Officers to serve on the Executive Committee Rep. Paul Dwyer, Nicholas Panagopoulos, and Carol Ann Williams.

Rep. Pappas from the Manchester Republicans named the slate of Officers to serve on the Executive Committee: Rep. Sandra Reeves, William Golding, and Robert Chabot

Rep. Martin from the Nashua Democrats named the slate of Officers to serve on the Executive Committee: Rep. Keye, Cote, Drabiniowicz.

Rep. LaRose from the Nashua Republicans named their slate of Officers to serve on the Executive Committee: Rep. Mercer, LaRose.

Rep. Kurk from the Town Republicans named their slate of officers to serve on the Executive Committee: Rep. Calawa, Clegg, Elliott, Fletcher, Milligan, Arnold, Kurk, White, and Thulander.

Rep. Hall from the Town Democrats named their slate of officers to serve on the Executive Committee: Rep. Melcher.

Motion by Rep. Goulet, seconded by Rep. Messier to close the nominations. On a voice vote motion approved unanimously.

Motion by Rep. LaRose, second by Rep. White to accept the nominations for the Executive Committee. On a voice vote motion approved unanimously.

Motion by Rep. Kurk, second by Rep. L'Heureux to nominate Rep. Robert Milligan from the towns as Chairman of the Delegation. On a voice vote motion approved.

Motion by Rep. Pappas, second by Rep. Beaupre to nominate Rep. Sandra Reeves, from Manchester as Vice Chairman of the Delegation. On a voice vote motion approved.

Motion by Rep. LaRose, seconded by Rep. Martin to nominate Rep. Robert Mercer, from Nashua as Clerk of the Delegation. On a voice vote motion approved.

Chairman Mercer stated that the Executive Committee elects its own officers, which by tradition are the same three officers as the Delegation Officers. Motion by Rep. Kurk that the nominations be closed and one ballot for all nominees to be submitted to the Clerk. Motion sufficiently seconded. On a voice vote motion adopted.

Chairman Milligan assumed the position of chairman and thanked the members of the Delegation for their support. On behalf of the Hillsborough County Delegation, Chairman Milligan thanked Rep. Mercer for his leadership over the past two years and presented him with a plaque. Rep. Mercer thanked everyone for their support and help over the past two years. He would like to thank the Executive Committee and the Board of Commissioners for their help over the past two years. He would especially like to thank Ms. Carolyn Kirby, Assistant County Attorney, and Marcia Rusch, Delegation Coordinator for all their assistance over the past two years.

Chairman Milligan recognized Rep. Arnold for a motion.

Motion by Rep. Arnold, seconded by Rep. Dionne to approve consistent with RSA 24:2-b to authorize the Executive Committee to fill a vacancy that may occur in the membership of the Executive Committee, with a member of the County Delegation to fill the vacancy for the unexpired term. The Executive Committee would continue to respect the agreements that are in place where vacancies are filled according to the party and area where the vacancy occurs. On a voice vote motion approved.

Motion by Rep. Martin, seconded by Rep. Jean to approve consistent with RSA 24:2, this Convention designates the Executive Committee to act as a subcommittee to consider the budget, and other matters, and make recommendations to the Convention. On a voice vote motion approved.

Motion by Rep. Thulander, second by Rep. L'Heureux to approve consistent with RSA 24:9-ee Members of the Convention shall be paid \$15.00 per day for actual attendance at Convention meetings and 32.5 cents per mile for travel to and from the meetings, and further, that in accordance with RSA 24:9-f, members of the executive committee, sub-committees, study committees and committees of investigation shall receive the same compensation for attendance at meetings. On a voice vote motion approved.

Chairman Milligan announced that the rules contained in the Modern Edition of *Robert's Rules of Order of Parliamentary Procedure* shall govern meetings of the Hillsborough County Delegation.

The Hillsborough County Delegation has adopted the practice of having members of the Delegation serve on budget subcommittees. The members of the Delegation will be contacted to make their selection for subcommittee assignments.

The Hillsborough County Handbook is available for distribution.

There being no further business to come before the Delegation, on a motion sufficiently seconded and adopted, the meeting adjourned at 8:30 PM.

\_\_\_\_\_  
Rep. Robert Mercer, Clerk  
Hillsborough County Executive Committee

Date Approved 11/26/01

**Hillsborough County Executive Committee  
Public Hearing  
Manchester Courthouse  
March 8, 2001**

Present: Representatives: R. Milligan, R. Mercer, S. Reeves, T. Arnold, L. Calawa, R. Chabot, R. Clegg, P. Cote, T. Drabinowicz, L. Elliott, R. Fletcher, W. Golding, H. Keye, R. LaRose, H. Melcher, D. White, Also present: Comm. Charbonneau, Comm. Holden, C. Kirby, Atty. D. Hebert, P. Skarin, M. O'Brien, L. Pinard, M. Pothier, T. Wynne, W. Wynne, M. Rusch. and approximately 50 members of the public.

Chairman Milligan called the meeting to order at 7:15 PM. Chairman Milligan stated the purpose of the meeting is to accept public comment on the proposed sale of county land in Goffstown, NH.

Chairman Milligan stated at this time, we will accept public comment. Those wishing to speak were requested to fill out *pink cards* and return to the Clerk of the Delegation.

Chairman Milligan introduced Mr. Donald Hebert, one of the Attorney's representing Irving Oil. Attorney Hebert gave a brief overview of the proposal that was presented to the Hillsborough County Commissioners and the Executive Committee.

Chairman Milligan introduced Mrs. Tricia Wynne, abutter to the Goffstown land in question. She spoke in opposition of the sale of the County Land.

Chairman Milligan introduced Mr. William Wynne, abutter to the Goffstown land in question. He spoke in opposition to the sale of County Land.

Chairman Milligan noted that there were a few pink cards that were filled out and called upon Mr. Michael Pothier who spoke in opposition of the Sale of County Land in Goffstown.

Mr. Larry Pinard also spoke in opposition of the Sale of County Land in Goffstown.

Commissioner Charbonneau, District 2, spoke in favor of the Sale of County Land in Goffstown. Commissioner Charbonneau noted that the Board of Commissioners and the Executive Committee have always had an excellent working relationship with the Town of Goffstown. Many activities from the various towns' entities are held on County property. In the past Hillsborough County has sold the Town of Goffstown parcels of land with the understanding that the land would be used for municipal purposes only.

Commissioner Holden, District 3, spoke in opposition of the sale of County Land in Goffstown. She stated that currently there is a lawsuit pending and the voters are scheduled to vote at the town meeting in 5 days on March 13, 2001. She stated she feels that the voters should decide how they want these parcels of land to be zoned.

There were many questions that were directed to Mr. Don Hebert, Attorney for Irving Oil and to the Wynne's regarding the parcels of land in question.

In response to a question Rep. Wheeler spoke as selectman for the town of Goffstown giving a brief history of the land that was purchased by the town of Goffstown.

There was no further public comment.

Chairman Milligan concluded the Public Hearing at 8:30 PM.

\_\_\_\_\_  
Rep. Robert Mercer, Clerk  
Hillsborough County Executive Committee

Date Approved: 3/23/01

**Hillsborough County Delegation Meeting  
Manchester Courthouse  
March 8, 2001**

Present: Representatives: R. Milligan, R. Mercer, S. Reeves, T. Arnold, L. Calawa, R. Chabot, R. Clegg, P. Cote, T. Drabinowicz, L. Elliott, R. Fletcher, W. Golding, H. Keye, R. LaRose, H. Melcher, D. White, K. Dionne, P. Bruno, L. Emerton, R. Wheeler, K. McRae, M. Dyer, A. Peterson, L. Foster, P. Bragdon, E. Moran, M. Goulet, L. Jean, R. Brundige, P. Batula, D. Fields, J. Balcom, R. L'Heureux, C. Hall, D. Carlson, R. Eaton, C. Gargalslz, D. Alukonis, L. Cehristiansen, J. Tate, R. Lessard, D. Bouchard, P. Bellavance, R. Ginsberg, M. Balboni, L. Movesian, R. Daigle, M. Gorman, N. Allen, R. Lefebvre, C. Jean, B. Lasky, L. Artz, M.E. Martin, J. Craig, F. Guinta, L. Johnson, K. Souza, L. Pepino, A. Wallace, B.. Baroody, R. Buckley, S. Vaillancourt, A. Martel, I. Messier, G. Greenberg, J. White, M. Pappas. Also present: Comm. Charbonneau, Comm. Holden, C. Kirby, Atty. D. Hebert, P. Skarin, M. O'Brien, L. Pinard, M. Pothier, T. Wynne, W. Wynne, M. Rusch.

Chairman Milligan called the meeting to order at 8:30 PM and requested Rep. Leo Pepino to lead the pledge to the flag.

Chairman Milligan requested Rep. Mercer, Clerk of the Delegation to call the roll. Chairman Milligan declared a quorum present with 67 members of the Delegation in attendance.

Chairman Milligan recognized Rep. R. Clegg for a motion.

Motion by Rep. Clegg, District 23, second by Rep. Goulet District 15, pursuant to RSA 28:8-c, to approve the recommendation of the Board of Commissioners and the Executive Committee and ratify the sale of a parcel of land containing approximately 1/3 of and acre at the intersection of Mast Road and Henry Bridge Road in Goffstown, NH for \$75,000 to Irving Oil. Rep. Clegg noted that the dually elected zoning board in Goffstown voted this down. He stated this is an issue between the abutters and the town of Goffstown, not Hillsborough County. Rep. Clegg stated that it is the job of the Hillsborough County Delegation to maximize the taxpayer's dollar for everyone in the County. It is in the Delegation's best interest to support this motion.

Rep. Larose, District 27, spoke in support of the motion to sell the Goffstown Land noting that this is a town issue not an issue with Hillsborough County. Rep. LaRose stated that the Hillsborough County Delegation represents all taxpayers of the County.

Rep. White, District 25, spoke in support of the motion.

Rep. Melcher, District 11, spoke in opposition of the motion noting that he is against "sprawl", and he also stated that the Delegation should look out for all taxpayers in preserving the integrity of our environment.

Rep. Wheeler, District 7, opposed the motion stating that he represents the people of Goffstown and that they are members of Hillsborough County and this affects them a little more because it is in their backyard.

Rep. Goulet asked Rep. Wheeler if the town of Goffstown was offered the opportunity to purchase this parcel of land. Rep. Wheeler stated yes, but not within a reasonable timeframe.

Motion by Rep. McRae, District 7, second by Rep. Vaillancourt, District 44, to table the motion.



Parliamentary inquiry regarding the motion to table. It was noted that all motions are to be in writing and given to the Clerk of the Delegation. Rep. McRae gave a written motion to the Clerk.

On a voice vote the Chairman was unable to determine the outcome of vote, a roll call was requested. On a roll call vote the motion to table failed, 31 ayes and 34 no's.

Chairman Milligan repeated the original motion that was made by Rep. Clegg and seconded by Rep. Goulet to approve the sale of the Goffstown Land and requested a voice vote. Rep. Vaillancourt requested a quorum call. Rep. Vaillancourt noted that at least 7 people had left the meeting. Rep. Clegg stated that the members of the losing side left the room and the Delegation cannot conduct any further business. Rep. Clegg noted unless the opposing side wins they will not come back into the room. Chairman Milligan recessed the meeting until March 22, 2001, immediately following session in Concord NH. Rep. Mercer requested that it be in the record the cost for a Delegation meeting is approximately \$2,700 and the County pays the representatives even if a quorum is not present.

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Rep. Robert Mercer, Clerk  
Hillsborough County Executive Committee

Date Approved: 3/23/01

**Hillsborough County Delegation Meeting  
Representatives Hall State House  
Concord, NH  
March 22, 2001**

Chairman Milligan reconvened the County Convention at 4:35 PM which was recessed on Thursday, March 8, 2001.

Chairman Milligan advised the Delegation that the March 8, 2001 meeting was recessed due to the loss of a quorum. He stated there is a motion on the floor and requested Rep. Mercer, Clerk of the Delegation, to read the motion.

Rep. Mercer read the motion as follows "Pursuant to RSA 28:8-c, to approve the recommendation of the Board of Commissioners and the Executive Committee and ratify the sale of a parcel of land containing approximately 1/3 of an acre at the intersection of Mast Road and Henry Bridge Road in Goffstown, NH for \$75,000 to Irving Oil." On a voice vote motion was approved.

Chairman Milligan accepted a motion that was sufficiently seconded to adjourn at 4:57 PM.

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Rep. Robert Mercer, Clerk  
Hillsborough County Executive Committee

Date Approved: 4/27/01

**Hillsborough County Executive Committee  
Public Hearing  
Manchester Courthouse  
June 19, 2001**

Present: Representatives: R. Milligan, R. Mercer, T. Arnold, L. Calawa, R. Chabot, P. Cote, T. Drabinowicz, R. Fletcher, W. Golding, R. LaRose, H. Melcher, N. Panagopoulos, O.A. Thulander, D. White, C. Williams, L. Emerton, Balboni, LaFlamme, McHugh. Also present: R. Charbonneau, Comm. Holden, Comm. Pappas, County Attorney P. McDonough, Registrar Deeds J. MacDonald, C. Kirby, B. Moorehead, J. O'Mara, D. Parnell, D. Reidy, E.A. Robinson, M. Rusch, and approximately 20 members of the public.

Chairman Milligan called the Public Hearing to order at 7:07 PM and requested Rep. Drabinowicz to lead the Pledge to the Flag. Rep. Milligan stated the purpose of the meeting is to:

- a) To accept public comment on the proposed Collective Bargaining Agreement between Hillsborough County and the Teamster Local 633.
- b) To accept public comment on the proposed mediation recommendation of cost items associated with the Collective Bargaining Agreement between AFSCME Local 3657 and the County of Hillsborough.
- c) To accept public comment on the proposed Hillsborough County Executive Committee Proposed F/Y 2002 Budget.

Those wishing to speak should fill out public comment cards and submit them to the Clerk, Rep. Robert Mercer. Budget Subcommittee Chairmen are present to answer any questions that may be raised.

Mr. Gary Wulf, Chief Negotiator for Hillsborough County gave a brief presentation on the Tentative Collective Bargaining Agreement between Hillsborough County and the Teamster Local 633 at the Department of Corrections. He stated the contract is for one year and the wage increases within the first year would be 3.5% on July 1, 2001, and 2% on July 1, 2002. Also, step increases to those eligible, on their anniversary date; increase in employees share of health insurance cost, to 15.34% and one half of any premium increase (from 10% plus) effective July 1, 2001; two added days of vacation July 1, 2001, to employees with 20 years or more of service; increase of number of consecutive hours of work from 16 to 17 (necessary due to new 8 ½ hour shifts); acceptance of County proposal pay grades for Teacher, Mental Health Clinician and possible wage differential for assigned computer file maintenance. As a result of the negotiations, Mr. Wulf stated the overall net increase would be 4.8%.

Mr. Gary Wulf presented the mediation settlement dated April 4, 2001 between AFSCME Local 3657 and the County of Hillsborough. Mr. Wulf stated that this is a limited wage re-opener. The mediated settlement included an increase in wages that was recommended by management and by the union. The recommended percentages are as follows: 3.5% on July 1, 2001, 2.5% on October 1, 2001 and 1% on January 1, 2002. In addition, the AFSCME wage scale would be revised and the new scale will consist of eight steps versus thirty-six steps. This scale will be applicable to all Correctional Officers starting on or after January 1, 1997. Correctional Officers employed by the County before January 1, 1997 would stay on the current grade and step schedule. Mr. Wulf stated the combination of the management items and union demands would equal a gross cost of 8.8%.

Chairman Milligan stated there were seven Subcommittees this year consisting of approximately 60 Delegation Members. The various Subcommittees met with the department heads in order to thoroughly go over their proposed F/Y 02 Budget. The Executive Committee met for three full days to review the Subcommittee recommendations.

Chairman Milligan introduced the Elected Officials

Commissioner Charbonneau	Chairman Board of Commissioner
Commissioner Holden	Vice Chairman
Commissioner Pappas	Clerk
Peter McDonough	County Attorney
Judith MacDonald	Registrar of Deeds

And sitting in for Sheriff Morse is Kevin Gage.

#### Department Heads

Carolyn Kirby	Assistant County Attorney
Mr. Bruce Moorehead	Nursing Home Administrator
Mr. James O'Mara	Superintendent of Department of Corrections
Mr. Donald Parnell	Assistant Business Manager
Ms. Ellen Ann Robinson	Human Services Administrator
Mr. Dan Reidy	Cooperative Extension
Ms. Marcia Rusch	Delegation Coordinator

#### Introduction of Budget Subcommittee Chairman:

Rep. W. Golding (V. Chairman)	Subcommittee A	Nursing Home
Rep. Leon Calawa	Subcommittee B	Department of Corrections/County Complex
Rep. Tom Arnold	Subcommittee C	Sheriff Department
Rep. Richard LaRose	Subcommittee D	Human Services/ Special Projects
Rep. Robert Milligan	Subcommittee E	Register Deeds/ Cooperative Extension/Conservation District/County Convention
Rep. Alan Thulander	Subcommittee F	Commissioners/Business Office/Labor Relations/Computer Information Systems/County Revenue/County Debt/ Insurance /Manchester Courthouse
Rep. Robert Mercer	Subcommittee G	County Attorney/Medical Referee/ Law Library

Chairman Milligan noted there were a few pink cards that were submitted and called upon Mr. E. Castle, an employee from the Sheriff Department, who spoke in support of increasing the amount of vehicles in the Sheriff's Department. During the budget process there were lengthy discussions regarding leasing versus buying vehicles. Brief discussion followed.

Mr. K. Gage, an employee from the Sheriff Department spoke in support of the Sheriff Budget.

Ms. R. Gage spoke in support of Sheriff Budget.

Subcommittee Chairmen gave a brief overview of their subcommittees.

There was no further public comment.

Chairman Mercer concluded the Public Hearing at 7:40 PM.

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Rep. Robert Mercer, Clerk  
Hillsborough County Executive Committee

Date Approved: 11/30/01



**Hillsborough County Delegation Meeting  
Manchester Superior Courthouse  
June 21, 2001**

PRESENT: Rep. R. Milligan, R. Mercer, T. Arnold, L. Calawa, R. Chabot, P. Cote, T. Drabinowicz, P. Dwyer, L. Elliott, R. Fletcher, W. Golding, R. LaRose, H. Melcher, N. Panagopoulos, A. Thulander, D. White, C. Williams, E. Leach, L. Foster, P. Bragdon, T. O'Connell, P. Spiess, J. Graham, R. Brundige, D. Fields, J. Balcom, C. Hall, B. Hall, R. Eaton, C. Gargas, L. Christiansen, D. Bouchard, R. Ginsberg, C. McHugh, M. Balboni, L. Movsesian, M. Gorman, N. Allan, C. Jean, P. LaFlamme, J. Goley, S. Tahir, J. Craig, K. Souza, R. Haley, R. Buckley, B. Shaw, I. Messier, G. Greenberg, M. Pappas. Also Present: Commissioner Charbonneau, Holden, Pappas, Peter McDonough, Paul McDonough, Sheriff Morse, J. MacDonald, M. Coughlin, C. Kirby, J. O'Mara, D. Parnell, E. A. Robinson, M. Rusch, Meghan Brady.

Chairman Milligan called the meeting to order at 7:20 PM. Chairman Milligan requested Rep. Mercer, Clerk of the Delegation to call the roll. Chairman Milligan stated there was 50 people present, in order for a quorum their needs to be 60 people present. He also stated this is the third year in a row that there has not been a quorum present to approve the Hillsborough County Budget, he added that the Representatives need to understand that part of their responsibility when elected to Office is that as members of the County Delegation is to conduct County Business.

Chairman Milligan announced to the Delegation since a quorum was not present this body would recess until a time certain, Tuesday, June 26, 2001, ½ hour after the House Legislative Session adjourns at Representatives Hall at the State House in Concord, NH.

The meeting recessed at 7:35 PM

**Hillsborough County Legislative Delegation  
Legislative Office Building  
June 26, 2001**

PRESENT: Rep. R. Milligan, S. Reeves, R. Mercer, T. Arnold, L. Calawa, R. Chabot, R. Clegg, P. Cote, T. Drabinowicz, L. Elliott, R. Fletcher, W. Golding, H. Keye, N. Kurk, R. LaRose, N. Panagopoulos, A. Thulander, D. White, C. Williams, M. Sargent, P. Burno, G. Hopper, L. Emerton, R. Holden, K. McRae, M. Dyer, A. Pererson, E. Leach, L. Foster, P. Coughlin, P. Bragdon, P. Leishman, T. O'Connell, P. Spiess, C. Dokmo, R. Rowe, M. Goulet, K. Flora, J. Graham, L. Jean, R. Brundige, P. Batula, D. Fields, J. Balcom, C. Christensen, R. L'Heureux, C. Hall, D. Carlson, B. Hall, R. Eaton, R. Drisko, C. Gargas, L. Christiansen, J. G. Bergeron, P. Bellevance R. Ginsberg, C. McHugh, M. Balboni, N. Ford, L. Movsesian, R. Daigle, D. Cote, M. Gorman, N. Allan, R. Lefebvre, C. Sweeney, C. Jean, B. Lasky, C. Konys, L. Artz, C. Furman, P. LaFlamme, L. Johnson, J. Craig, K. Souza, G. Salts, R. Haley, R. Buckley, B. Shaw, A. Martel, I. Messier, G. Greenberg, J. White, M. Pappas. Also Present: Sheriff Morse, Peter McDonough, Paul McDonough, C. Kirby, J. O'Mara, M. Rusch.

Reconvened meeting from June 21, 2001

Chairman Milligan reconvened a recessed meeting at 4:40 PM. Clerk Mercer called the roll and Chairman declared a quorum present with 84 members in attendance.

Motion by Rep. Calawa, second by Rep. Panagopolis pursuant to RSA 273-A, to consider the approval of the proposed Collective Bargaining Agreement between Teamsters Local 633 (DOC

Supervisors) and the County of Hillsborough. On a voice vote motion approved. Opposed Rep. Kurk, and Rep. McRae.

Motion by Calawa, second by Rep. Dokmo pursuant to RSA 273-A, to consider approval of the mediator's recommendation of cost items associated with the Collective Bargaining Agreement between AFSCME Local 3657 (DOC non supervisory employees) and the County of Hillsborough. On a voice vote motion approved. Opposed Rep. Kurk, and Rep. McRae.

Motion by Rep. Arnold second by Rep. Drabinowicz pursuant to RSA 273-A, to approve the proposed Collective Bargaining Agreement between AFSCME Local 3657 and the Hillsborough County Sheriff's Department. On a voice vote motion approved. Opposed Rep. Kurk, and Rep. McRae. Discussion ensued regarding the grammatic's of the approval of the Collective Bargaining Agreements that were the subject of the first two motions. The Chairman confirmed that the Delegation actions approved the Collective Bargaining Agreements for the Department of Corrections Teamsters and Department of Correction AFSCME labor unions.

Motion by Rep. Arnold, second by Rep. Carlson, to authorize the Hillsborough County Board of Commissioners to accept any funds made available to Hillsborough County during F/Y 2002 and to deposit same in the general fund or any fund otherwise designated by the providers terms. On a voice vote motion approved.

Motion by Rep. Mercer, second by Rep. LaRose to approve the original Proposed F/Y 2002 Hillsborough County Budget as proposed by the Executive Committee for a total appropriation of \$65,887,760 and that the sum of \$40,921,629 be raised in county taxes, the said county tax to be reduced by the final surplus figures upon closing of the county records for the fiscal year 2001. At this point in time the chairman accepted motions to amend the proposed budget.

Motion by Rep. Thulander, second by Cote to amend the Executive Committee Proposed F/Y 2002 budget to increase the surplus Line 2530 to \$4,675,000. Rep. Thulander spoke to his motion explaining that the Executive Committee was advised that the Business Office initially underestimated surplus and therefore an adjustment is in order. The Board of Commissioners has advised that they feel confident that applying these surplus funds to the budget will have a positive impact on the tax rate and offset the costs associated with Collective Bargaining Agreements and wage increases. He also advised that the Human Services dept. encumbered \$776,755.82 in the F/Y 99 which is now surplus and the Human Services Department received \$245,362 as a Medicaid reimbursement from DCYF. Finally, he reminded the Delegation that the \$75,000 from the sale of the Goffstown Land is included in surplus and was recently received. On a voice vote motion was approved.

Motion by Rep. Calawa, second by Rep. Clegg to amend the Executive Committee Proposed F/Y 2002 budget to increase lines in the Department of Corrections budget to reflect the cost items associated with the approval of the Collective Bargaining Agreements between Hillsborough County and Teamster Local 633 and the cost items associated with the mediator's recommendation between AFSCME Local 3657 (non supervisory employees) and the County of Hillsborough. The lines adjusted were as follows:

Wages	Line 4230 010	\$6,126,831
Social Sec.	Line 4230-100	\$ 247,183
Retirement	Line 4230-130	\$ 330,557

On a voice vote motion was approved.

Motion by Rep. Arnold, second by Rep. Cote to amend the Executive Committee Proposed F/Y 2002 budget to increase the Contingency account 4198-290 to \$52,628.80 to fund the Collective Bargaining Agreement between AFSCME Local 3657 and the Hillsborough County Sheriff Office approved by the Delegation. On a voice vote motion approved.

Motion by Rep. Elliott, second by Rep. Clegg to amend the Executive Committee Proposed F/Y 2002 budget to increase the following lines in departmental budget to reflect steps increases and cost of living adjustments for non-affiliated employees. Rep. Elliott referenced the line items contained in the agenda for the Delegation meeting previously distributed to Delegation members. The new salary lines for the non-affiliated employees are as follows: (approximate figures)

#### Business Office

4150-010	Sals/Wages	\$247,391
4150-100	Social Security	\$ 19,231
4150-130	Retirement	\$ 10,659

#### Computer Information Systems

4150-1-010	Sals/Wages	\$93,318
4150-1-100	Social Security	\$ 7,674
4150-1-130	Retirement	\$ 4,253

#### Conservation

4619-010	Sals/Wages	\$31,193
4619-100	Social Security	\$ 2,386
4619-130	Retirement	\$ 1,323

#### Cooperative Extension

4611-010	Sals/Wages	\$121,796
4611-100	Social Security	\$ 9,317
4611-130	Retirement	\$ 5,164

#### County Convention

4110-010	Sals/Wages	\$58,388
4110-100	Social Security	\$ 4,466
4110-130	Retirement	\$ 2,475

#### County Attorney

4123-010	Sals/Wages	\$1,911,001
4123-100	Social Security	\$ 151,501
4123-130	Retirement	\$ 84,000

#### Department of Corrections

4230-010	Sals/Wages	\$6,166,246
4230-100	Social Security	\$ 249,661
4230-130	Retirement	\$ 331,881

County Complex

4194-3-010	Sals/Wages	\$42,996
4194-3-100	Social Security	\$ 3,519
4194-3-130	Retirement	\$ 2,084

Human Services

4441-010	Sals/Wages	\$444,219
4441-100	Social Security	\$ 34,021
4441-130	Retirement	\$ 18,856

Nursing Home Administration

4411-010	Sals/Wages	\$589,021
4411-100	Social Security	\$ 45,360
4411-130	Retirement	\$ 23,341

Nursing Home Maintenance

4412-010	Sals/Wages	\$262,505
4412-100	Social Security	\$ 20,770
4412-130	Retirement	\$ 11,512

Nursing Home Rehab

4421-010	Sals/Wages	\$369,867
4421-100	Social Security	\$ 28,295
4421-130	Retirement	\$ 11,012

Nursing Home NursingRegister Deeds

4193-010	Sals/Wages	\$698,578
4193-100	Social Security	\$ 56,807
4193-130	Retirement	\$ 31,485

Sheriff Department

4211-010	Sals/Wages	\$1,318,967
4211-100	Social Security	\$ 60,454
4211-130	Retirement	\$ 60,809

Rep. Elliott noted that the total changes came to approximately \$369,840. On a voice vote motion was approved.

Motion by Rep. Arnold, second by Rep. Cote to amend the Executive Committee Proposed F/Y 2002 budget to increase the Sheriff's department budget 4211-970, New Equipment to \$100,153 for the purpose of purchasing 2 new cruisers with associated law enforcement insignia and security caging. Discussion ensued regarding the total number of vehicles available to the Sheriff's Office. Rep. Elliott explained that the 2 cruisers referenced in the motion are part of a

pilot program to purchase vehicles in lieu of leasing. He further explained that the overall impact of the Executive Committee action was to reduce the Sheriff's total vehicle compliment by one vehicle. On a voice vote motion approved.

Motion by Rep. Kurk, second by Rep. Brundige to amend the Executive Committee Proposed F/Y 2002 budget to decrease the Nursing Home Laundry budget 4415-013 Outside wages to \$29,853 and Nursing Home Housekeeping budget 4416-013 Outside wages to \$29,854. The purpose of this is to level fund the contracts from last year. Rep. Kurk explained that the Board of Commissioners extended the outside contractors agreement by 1 year with the understanding that the contract would remain at the same funding level as F/Y 2001. On a voice vote motion was approved.

Motion by Thulander, second by Rep. Mercer to amend the Executive Committee Proposed F/Y 2002 budget to decrease the Human Resources budget Salary and Wages 4155, 010 to \$36,649 and increase line 290 Other Fees/Services to \$4,001. There is a temporary employee in the Human Resources Administrative position and this is to cover her services for a period of 8 weeks. On a voice vote motion was approved.

Motion by Rep. Calawa, second by Rep. Martel to amend the Executive Committee Proposed F/Y 2002 budget to put \$75,000 from the sale of the Goffstown Land in Contingency account #4198 for the purchase of a new boiler at the County Complex. The Board of Commissioners and the Executive Committee approved this action in order to set aside these funds for the new boiler system. On a voice vote motion was approved.

Motion by Rep. Calawa, second by Rep. Clegg, to amend the Executive Committee Proposed F/Y 2002 budget to amend the Department of Corrections budget, line 4230-583 Board and Care of females – other facilities from \$328,500 to \$94,200, and to amend Line 4230-584, Board and Care of Males – other facilities from \$1 to \$28,500. Rep. Calawa stated that this motion results in a net reduction of \$205,800 to the FY 2002 Department of Corrections Budget. It reflects a recent policy decision by the Board of Commissioners whereby the Department of Correction will no longer use the new Hampshire State Prison for women to manage sentenced County women. The Department of Corrections will manage all of the county women offenders both pretrial and sentenced. In addition he stated that in an effort to keep the number of offenders manageable, funding exists to continue a community based corrections program.

Rep. Mercer objected to this motion on procedural grounds stating that this is the first time the members of the Executive Committee had heard about this proposal. He stated that in the past the Executive Committee has been advised in a timely fashion of major policy changes that impact the budget. It is important that things of this magnitude be brought before the Executive Committee in advance so it could be studied and the Executive Committee can determine the feasibility of the plan. This is a major change and should not be brought up for action on such short notice. He did not object to the financial impact of the motion. On a voice vote motion approved.

Motion by Rep. Mercer, second by Rep. Clegg to approve the Hillsborough County Executive Committee Proposed F/Y 2002 Budget as amended for a total appropriation of \$66,553,750 and the sum of \$39,912,619 be raised in County taxes, the said County tax to be adjusted by the final surplus figures upon closing of the County records for the fiscal year 2001. Rep. Mercer noted that this represents a 6.8% increase over FY 2001. On a voice vote motion approved.

Motion was made and sufficiently seconded to adjourn at 6:00 PM.

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Rep. Robert Mercer, Clerk  
Hillsborough County Executive Committee

Date Approved: 7/13/01



**Hillsborough County Executive Committee  
Public Hearing  
Manchester Courthouse  
June 25, 2001**

Present: Representatives: R. Milligan, R. Mercer, P. Cote, T. Drabinowicz, R. Fletcher, W. Golding, R. LaRose, D. White. Also present: G. Wulf and M. Rusch

Chairman Milligan called the Public Hearing to order at 7:00 PM and requested Rep. Cote to lead the Pledge to the Flag. Rep. Milligan stated the purpose of the meeting is to:

- To accept public comment on the proposed Collective Bargaining Agreement between Hillsborough County Sheriff Department and AFSCME Local 3657.

Those wishing to speak should fill out public comment cards and submit them to the Clerk, Rep. Robert Mercer.

Mr. Gary Wulf, Chief Negotiator for Hillsborough County gave a brief presentation on the tentative Collective Bargaining Agreement between Hillsborough County Sheriff Department and AFSCME Local 3657. He stated the contract is an excellent contract and is for two years. The summary of the Tentative Agreement includes the following:

- A duration of two (2) year July 1, 2001 – June 30, 2003
- Step increases during the life of the agreement
- Across the Board increases of 4.83% on July 1, 2001 and 4.83% on July 1, 2002
- An increase in the threshold for step increases and contractual coverage from 1040 to 1200 hours per year
- Increase in the employees co-pay for prescription drugs
- Flexibility in determining frequency of pay periods
- Expanded time for rendering decision by the Sheriff in grievance procedure
- Punitive cost for filing of "wrongful" arbitration cases
- Inclusion of Lead Dispatcher/Computer and NCIC Technician in bargaining unit.

Mr. Wulf stated that the cost for F/Y 02 would be \$52,629. He also noted that the contract is balanced with regards to concessions made by both parties.

Rep. LaRose stated he is disappointed that the Sheriff is not present at the Public Hearing he thinks it should be incumbent on him to be present. He stated that maybe there is a personnel reason or illness that kept him from coming tonight, however, he should have sent someone to represent the Department and notified the Clerk. Chairman Milligan agreed with Rep. LaRose and stated the Executive Committee will notify the Sheriff and let him know of their disappointment.

There was no further public comment.

Chairman Mercer concluded the Public Hearing at 7:10 PM.

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Rep. Robert Mercer, Clerk  
Hillsborough County Executive Committee

Date Approved: 11/30/01

**HILLSBOROUGH COUNTY EXECUTIVE COMMITTEE  
CONTINGENCY FUND REPORT**

*F/Y 2001*

<b>Contingency Appropriation</b>		<b>\$1,659,221</b>
<b>Special Projects</b>		
4145-290	Food Dist & Fuel Dist	\$ 20,000
<b>Sheriff Department District Court Bailiffs</b>		
4211-010-6	Salaries/Wages	\$ 150,000
4211-100-6	Social Security	\$ 12,150
4211-110-6	Unemploy. Tax	\$ 930
4211-140-6	Ins/WC/Liab	\$ 3,000
<b>Various Salary, Social Security and Retirement</b>		<b>\$ 534,441</b>
<b>Nursing Home</b>		
4411-962	Resident Unit Restoration	\$ 59,140
<b>Total Contingency Expenditure</b>		<b>\$ 779,661</b>

## **2001 ANNUAL REPORT OF THE HILLSBOROUGH COUNTY BOARD OF COMMISSIONERS**

The Hillsborough County Board of Commissioners is pleased to present this 2001 Annual Report on the operations and financial conditions of Hillsborough County. During this past year, the County was able to utilize \$3,000,000 in surplus to reduce the County tax rate. This was accomplished with the cooperation and diligence of all county agencies by exercising fiscal responsibility, maximizing revenue opportunities, careful budgeting, and administrative oversight. The significant savings experienced this past year when the County, for the first time in memory, did not have to borrow money in anticipation of tax receipts exemplifies this cooperative effort.

The goal of the Board of Commissioners is to have an effective, productive, and cost-efficient government to provide the necessary services to our citizens. One way, in which we work to achieve this goal, is through our budget oversight process. The County budget receives close initial scrutiny by the department heads and elected officials who first develop and review budget requests. This critical analysis is the first line in controlling expenses. Next the Board of Commissioners reviews all requests and makes their recommendations to Sub-committees of the Legislative Delegation. These Sub-committees conduct a detailed review of the Board's recommendations, which are passed on to the Executive Committee. Following the review and recommendations of the Executive Committee, the last and final step in approving county expenditures is consideration by the Hillsborough County Legislative Delegation. Together with elected officials and county employees, the Board of Commissioners has worked to ensure that those necessary county services are provided in the most professional manner with the least impact on the County taxpayer.

Consistent with the state and federal surveys conducted in the spring, the Hillsborough County Nursing Home is in compliance with the requirements for long-term care facilities. The County was also successful in obtaining \$930,000 in Proportional Share Payments to offset additional costs incurred by the taxpayers for caring for those county nursing home residents whose care is more intensive. The Board congratulates the administration and staff for their efforts in making the facility an outstanding one.

The Commissioners awarded \$910,033.84 in Incentive Funds to 58 social service agencies throughout Hillsborough County that provide programs for the prevention of child abuse and out of home placement of children. These programs have a positive effect both in human and financial terms.

In 1884 the County Convention moved the Poor Farm and the House of Correction to Goffstown. For many years the historic cemetery on the property had been left unattended and in disrepair. Thanks to the help of the County Complex Staff and the Department of Corrections and its Community Service Supervised Inmate Labor Program the cemetery has been restored and in early May the Board of Commissioners held a rededication ceremony.

The County will be debt free in the next fiscal year, when the final payment will be made on the Hillsborough County Jail.

On a historical note, Hillsborough County was one of the five original counties created by the Provincial Act of 1769. The County began to execute its legal authority on March 19, 1771. It is appropriate for the Board to recognize the 230 years of service provided by our dedicated professional employees who serve the needs of the County.

Respectfully submitted,

Commissioner Rhona M. Charbonneau, Chairman  
Commissioner Carol H. Holden, Vice-Chairman  
Commissioner Torii Pappas, Clerk

**HILLSBOROUGH COUNTY NURSING HOME  
ANNUAL REPORT  
July 1, 2000 – June 30, 2001**

Patient statistics for the fiscal year ending June 30, 2001 are as follows:

	<i>Fiscal Year 2001</i>	<i>Fiscal Year 2000</i>
Number of Admissions	117	104
Number of Deaths	55	70
Number of transfers & Discharges	75	46

Census billing statistics for the reporting period:

Total Patient Days:	97,866	
Occupancy Rate:	89.38%	
Medicaid Days	82,214	
Medicare/Skilled Days:	1,353	
Self-Paid Days (Private Pay):	6,131	
Atypical Days (Medicaid):	8,168	
Leave of Absence Days (LOA):	107	(Not included in the occupancy calculation)
Total Revenue (unaudited):	\$13,632,607 (Excludes pro share)	

Total unaudited revenues for the period is approximately 5.5% below the unaudited revenues for the same period last year. The main contributing factors for this reduction include a 5.7% decrease in our Medicaid rate, effective 2/1/01, due to a change in the States methodology in reimbursing participating nursing facilities for capital associated costs, a significant drop in our Medicare days from prior year totals and a drop in total patient days as explained above.

Total patient days for fiscal year 2001 were 2.2% below the actual patient days for the same period in 2000 primarily due to the temporary closure of the Skilled Unit and because of overall staffing shortages. We were able to reopen the 19-bed SNF unit in June 2001, subsequent to the down sizing of Unit C3 (by 13 beds) in anticipation of extensive renovations on that unit. By downsizing C3, we were able to shift some personnel to other units on the Skilled unit based on preference and need.

I continue to be very concerned with the lack of and/or reduced employment pools that we can recruit from. This year, like last year, we continue to witness a trend away from the healthcare industry and a continued stagnation in nursing school enrollment. Much of the nursing school enrollment levels remaining flat can be attributed in part to the unavailability of instructors as opposed to declining student numbers. Staffing numbers were also affected negatively during the year due to the loss of one of two staff development employees in February 2001 whose position remains vacant. One employee in this critical department of two full time equivalents limited our ability to offer three or more Certified Nursing Assistant (C.N.A.) training courses during the year which is an invaluable resource needed to replace C.N.A.s who turn over. Our dependence on

agency staffing between FY2001 and current levels in FY2002 has doubled from approximately five shifts per day to almost ten shifts per day, representing roughly 8% of the total shifts worked per workday midweek. Even though the 8% level is low compared to other comparable facilities, the trend is troubling. Our goal is to reduce agency usage to FY2001 levels or below prior to the end of FY2002. In an attempt to reach our goal we continue to advertise; we recently hosted an open house/job fair, mailing over 1,200 "feeler" letters to RNs and LPNs in the area; we have upgraded our full time, part time and per diem hourly rates; we continue to work with and enhance our relationship with local nursing schools; and have provided additional resources to our internal Recruitment and Retention Committee in the FY2002 budget.

We are continuing to renovate one nursing unit per year and in FY2001 renovations were completed on Unit A1, which is our Dementia/Alzheimer's Unit on the first floor. The unit received a fresh coat of paint, all bedside cabinets and most beds/mattresses were replaced, a new call bell system was installed and all laminate on the wardrobes and sinks were replaced. Additionally, new curtains were installed, the baseboards replaced and new dining room furnishings were purchased. The residents, their families and friends and staff are excited and appreciative of this "new look". Special thanks to the Maintenance Department for an excellent job of remodeling.

In May 2001, the New Hampshire Department of Health and Human Services conducted their annual certification and licensure survey. The survey lasted four days and on one day we had up to eleven surveyors in the building at the same time. This year we were cited with five operational deficiencies. Four of the five issues noted were assessment related, the fifth item dealt with a physical environment concern with the unit call bell system. All of the operating deficiencies documented were relatively minor in scope and were noted as corrected based on a follow-up survey conducted in August 2001. A special thanks to all HCNH staff from the Board of Commissioners, the Executive Committee, the Hillsborough County Delegation and the Administration Department for an excellent survey. Staff dedication to their residents and patients is unmatched and very much appreciated.

Dr. Howard Suls was named HCNH Medical Director in June 2001. Dr. Suls is also associated with Dr. Rizkalla and Corey Piper, a nurse practitioner from the Concord area. Additionally, Mary Lynn Fahey, a nurse practitioner, recently joined Dr. Suls' office in Manchester and will be providing direct care to the residents of HCNH. The addition of Dr. Suls and his staff has greatly enhanced physician and/or nurse practitioner coverage to our residents. Dr. Suls recently relocated to the Manchester area from Derry. His office is located on Cilley Road in Manchester. Please join us in welcoming Dr. Suls, his wife and their three children to the Manchester area and to the Hillsborough County Nursing Home.

A special thank you to all Hillsborough County Nursing Home volunteers who provide a valuable service to our residents and County. Our volunteers are compassionate and unselfish people who provide companionship and comfort to over 270 residents, some of whom are less fortunate than many of us since they have no families. A special thank you also to Rita Goulet and the Hillsborough County Guild for their untiring dedication to this facility and its residents.

God Bless America!

Bruce C. Moorehead, NHA  
Administrator  
11/16/01



**HILLSBOROUGH COUNTY DEPARTMENT OF CORRECTIONS  
ANNUAL REPORT  
FISCAL YEAR  
2001**

The Hillsborough County Department of Corrections continues to bring a quality correctional service product to the citizens of our county and to the inmates.

The following annual report was developed from the summaries produced by the divisions within the department, Health Services, Training, Programs, Operations and Security, noting highlight and accomplishments within FY01.

**HEALTH SERVICES DIVISION**

FY '01 was a unique year for our department, as we took a significant step when we decided to provide health services directly to our inmates without the use of an outside vendor. This marks the first time in more than a decade that the delivery of health care services was provided directly by the county. Providing and delivering a comprehensive medical, dental and mental health program is not only a major undertaking, but a significant challenge given the national shortage of healthcare providers. The Department of Corrections decided to take on this task with the goal of creating a team to provide a cost effective quality health care system.

The first step in this process was to secure the services of a seasoned Director of Health Services to assist in the formation of the health care division. The hiring of a physician, nurse practitioner, dentist, psychologist, mental health clinician, registered nurses and licensed practical nurses followed to ensure we had adequate staff in place to transition seamlessly.

We planned the transition, establishing policies, procedures, and guidelines that would ensure the medical, dental and mental health needs of all inmates were met. This was critical for the immediate success of the venture, and will continue to be a vital part of our program.

Another step in this mission was to establish relationships with local health care providers in the community. Not all of the health care needs of the inmate population can be provided within the facility, thus the need to have hospital and specialists in the community, who are willing to provide these services when needed. While this may seem simple, it was difficult and at times frustrating, as the past vendors often paid their bills late, and in some cases, not at all. Throughout the year, much time and effort was spent, building our credibility and relationships. Invoices were paid in a timely fashion, opening the door for us to negotiate discounts for the future. Cooperative agreements were initiated with the Manchester Health Department, and the New Hampshire Department of Health and Human Services, resulting in no cost HIV counseling and testing, hepatitis testing, sexually transmitted disease testing and treatment, and translation services for our Spanish speaking inmates.

Continuing education and inservice programs were developed and provided for all nurses emphasizing quality care. Infrastructures were developed and put into place that track all expenditures, and provide statistical reports.

We actively pursued the utilization of inmate's private health insurance policies and other sources of coverage for payment of health care provided outside the facility. This process

enabled us to have 60% of the inpatient hospitalizations, and 40% of the specialty consultants, paid by Medicaid, Medicare, Worker's Compensation Insurance, Veterans Administration benefits and/or private insurance.

The mission of providing quality and cost effective medical, dental, and mental health services for the inmate population was, and continues to be, successful. The overall costs were less than previously paid to vendors. There was no health care related legal claims by inmates.

This would not have been possible without a team effort that involved each and every department. Like any quality service, continued effort and innovative thinking are essential for it's continued success. We will continue to evaluate and assess all aspects of delivering quality health care services to inmates in the most cost effective manner.

### TRAINING DIVISION

Staff training is a continued focal point of this department. We realize that the only true method to enhance the delivery of correctional services by all the divisions that make up this organization is through effective training programs. FY '01 training hours totaled 36,365.50 hours (284 courses totaling 6,926 hours and 29,439.50 hours Officer Candidate training hours). This represents a 5% increase FY '00's 34,595.50 hours and a 20% increase from FY '99 29,177 hours.

To ensure that the facility is prepared for all contingencies, 1,391 emergency drills were conducted, involving 1,855 officers. These drills breakdown as follows:

- 484 Fire Procedures; involving 645 correctional officers.
- 456 Escape Procedures; involving 645 correctional officers.
- 451 Lock-Down Procedures; involving 565 correctional officers.

The Hillsborough County Department of Corrections **Special Response Team (SRT)** has continued to improve its program specifically in the areas of advanced training and deployment. The team provides the facility with the ability to maintain a safe and secure environment under any circumstances.

The **Field Training Officer (FTO) Program** continues to grow and improve. The evaluation and training program has been fine-tuned to produce a better-trained officer in a shorter period of time. FTO's have assumed greater responsibilities than at any time in the past.

Upon conclusion of the three (3) weeks (120 hours) of **Officer Candidate Orientation**, a graduation ceremony is held. Each officer candidate is encouraged to invite family and friends to share their accomplishments. This year the Training Division graduated two (2) Officer Candidate Orientation classes and advanced eighteen (18) officer candidates. Officer Candidate Orientation consists of approximately 40 specialized training courses involving approximately twenty-five (25) instructors. Orientation is a three (3) week training program in which individuals, with limited or no law enforcement experience, develop into a knowledgeable and physically prepared team under the direct guidance of qualified supervisors. Officer candidates must earn the opportunity to graduate by successfully completing numerous quizzes, a mid-term examination and a final examination in addition to achieving predetermined physical fitness standards.

The Hillsborough County Department of Correction's **Honor Guard** continues to pay respects to those families who have lost a loved one within the law enforcement community. The Honor Guard has been available to law enforcement officers who have experienced a loss themselves. The Honor Guard was deployed nineteen (19) times this year. The more notable deployments: The St. Patrick's Day Parade (Manchester) and the Rededication Ceremony for the Hillsborough County's Pauper cemetery. As one of the few aspects of our correctional service, which occurs outside of the facility, the Honor Guard is also used as an outward symbol of the department's professionalism. Deployment to civil social occasions has yielded many favorable responses.

## **RECRUITMENT/RETENTION**

With significant emphasis concentrated towards recruitment and retention issues, this division continued to augment the department's hiring process by:

1. Consistently generating advertisements in community newspapers (Union Leader, Nashua Telegraph, Concord Monitor, Derry News, Foster's Daily Democrat, Lowell Sun and the Boston Globe).
2. Implementing a Recruitment Card Program encouraging staff to distribute a business-like card to prospective recruits.
3. Developing and implementing an 'in-house' recruitment rewards program.
4. Effectuating recruitment display packages with local business establishments.
5. Enhancing the department's website to include information pertaining to the recruitment and hiring of new officer candidates.
6. Contacting web-service employment networks in an effort to advertise openings.
7. Attending college job/careers fairs.
8. Coordinating with military recruitment offices in an effort to recruit individuals leaving military service/military reserves.
9. Condensing the department's hiring process to expedite each phase resulting in maintaining a highly interested and motivated candidate.
10. Implemented into the hiring process, upon favorable resume review, a facility tour.

The recruitment and retention of correctional officers has reached a critical level across the nation and we are not immune. The continued strong economy and the changing priorities of the new members of the workforce have rendered state and local correctional agencies unable to compete with the flexibility of our private sector counterparts.

Despite these adverse circumstances and trends, we continue to maintain the safety and security of the general public, the staff and the inmate population while operating the facility. Consolidations of general population housing units and other staffing adjustments have reduced the number of post positions requiring staff. We are confident that the staffing levels will improve.

## **PUBLIC RELATIONS**

During FY '01, the department has seized many opportunities to demonstrate its pride and professionalism through: road-races, charity events (softball/basketball), Honor Guard deployments, career/job fairs, Special Olympics Torch Run and Fund Raiser, donation of "unserviceable" yet usable jackets to the homeless, charity "haunted house". The city of Manchester witnesses this pride and professionalism on the many mornings, as part of our

physical fitness program, it sees a group of officers in formation as they run through city streets carrying the HCDC's "guide-on" flag. These events and many others are examples of the staff's community commitment.

**PROGRAMS DIVISION**

**COMMUNITY SERVICE SUPERVISED INMATE LABOR PROGRAM**

This program provides inmate labor for projects county agencies and non-profit organizations within communities throughout Hillsborough County that would otherwise go undone due to local budgetary constraints. FY '01 saw the addition of a full-time Work Project Supervisor in October. Since then, a total of 2560 hours of community service have been provided to twenty-four (24) communities and organizations.

**OPERATION IMPACT**

Our drug and alcohol awareness program continues to expand with outstanding success. The program is focused toward "opening the eyes of our communities' youth" to the dangers and consequences of abusive drug and alcohol usage. In FY '01, Operation Impact was presented to 1,031 participants. Also, during FY '01, the Manchester School Board approved the program as an authorized field trip and a local cable-access channel produced a video of the program that aired throughout the year. The Board of Commissioners are particularly proud of this program and continue to support it with a grant through the 6% Incentive Fund Program.

**WORK RELEASE PROGRAM**

The department's supervised work program allows eligible, minimum-security inmates to work at jobs outside of the facility for a specified number of hours during the week. The program instills in each inmate a sense of personal responsibility and a work ethic. Upon completion of the inmate's sentence, he/she is released back into the community with gainful employment. In FY '01, 178 inmates were reintegrated into society through the Work Release Program. This was a 53% increase over the previous fiscal year.

**INMATE IMPROVEMENT PROGRAMS**

The department provides a variety of educational/rehabilitative programs. It is our belief inmates should use their time at the facility to improve themselves. Inmate programming has been linked to help reduce recidivism rates across the country resulting in reduced costs to those facilities that provide programming. The following is a breakdown of program participation for FY '01:

Number of Inmates	
1,037	12-Step Programs such as AA and NA.
2,585	General Equivalency Diplomas (GED) programs (English and Spanish).
544	GED tests were administered.
64	General Equivalency Diplomas (GEDs) issued.
339	English as a Second Language (ESL) Program.
248	Adult Basic Education (ABE) Program.
97	Special Education Program.



- 36 Thresholds Rational-Decision-Making Program.
- 37 Attitudinal Driving Course.
- 18 Anger Management/Life Skills Programming certificates issued.
- 13 Veterans Connection Program.
- 6895 Watched the religious service videos of their choice.
- 1894 Participated in religious bible study programs.

## OPERATIONS DIVISION

### **GOFFSTOWN COUNTY COMPLEX**

We continue to oversee the facilities and grounds of this complex. The Complex provides office and meeting areas for UNH Cooperative Extension, County Commissioners, the Building Committee, Executive Committee and facilities for assorted other meetings, on need.

Rental income is generated from several tenants leasing space for storage and light manufacturing. Additionally, the complex provides office space for such non-profit organizations as the Disabled American Veterans, School Administration Unit #19 and field space to the Goffstown Youth Football Association and Goffstown High School. The department looks forward to the continued development of this vast resource, while maintaining the integrity of the property for citizens and groups interested in hiking, fishing and other sports related activities.

## SECURITY DIVISION

### FY '01 STATISTICAL INMATE DATA

	<u>%</u>	<u>2000-2001</u>
Men Serving Sentence	43%	61,933
Women Serving Sentence	33%	4,219
Men Awaiting Sentencing	57%	81,187
Women Awaiting Sentencing	67%	8,667
Male Lease Bed Inmates	0%	161
Female Lease Bed Inmates	0%	61
		<u>2000-2001</u>
Prisoner Days (Men)	(Tot pt+st)	143,281
Prisoner Days (Women)	(Tot pt+st)	12,947
Largest Census Day	29-Nov	480
Lowest Census Day	30-Jun	376
Escapes/Walk-away		0
Total Amount Processed - Male		4,406
Total Amount Processed - Female		585
Average Daily Population H.O.C.		416
Average Daily Population – GOFFSTOWN		12



Average Daily Admissions – Male	12
Average Daily Admissions – Female	2

	<u>%</u>	<u>ADP</u>	<u>Total Days</u>
County Inmates	100%	428	156,228

**Closing**

Last year I included a brief statement about the lease bed program and its abrupt termination by then United States Attorney Paul Gagnon. This county went the entire year without lease bed income as the United States Attorney’s office continues its investigation.

In February 2001, Paul Gagnon resigned as United States Attorney for the District of New Hampshire. The county anxiously awaits President George W. Bush to appoint a successor so the county can resume assisting the United States Marshal’s Service with detention responsibilities. The investigation continues as the New Hampshire Attorney General’s office has accepted responsibility from the United States Attorney’s office.

The dedicated men and women of this department continue to hold their heads high as they provide the most difficult service of all public safety services.

I would like to express my sincere gratitude and appreciation to the Hillsborough County Board of Commissioners, the Executive Committee of the County Delegation, the entire Delegation and its coordinator, the Hillsborough County Attorney’s Office, especially Assistant County Attorney Carolyn M. Kirby, our legal counsel, the Hillsborough County Business Office and the dedicated professionals of the Hillsborough County Department of Corrections.

James M. O’Mara Jr.  
 Superintendent

## **HILLSBOROUGH COUNTY COOPERATIVE EXTENSION**

**468 Rt. 13 South, Milford, NH 03055**

**329 Mast Road, Unit 3, Goffstown, NH 03045**

Cooperative Extension has been actively delivering research based education and information to Hillsborough County residents for more than 80 years. The partnership between the United States Department of Agriculture, the University of New Hampshire, and Hillsborough County has provided a sound mechanism for ensuring that County residents have access to knowledge that enhances their ability to make informed decisions that strengthen families and communities, sustain natural resources and improves the economy. A network of staff on the campus of the University and in all ten counties of the state linked together by technology, helps ensure the Extension's ability to access and move resources quickly to identify and address societal and environmental issues.

Educators based at offices in the Hillsborough County Complex on Rt. 114 in Goffstown, the Chappell Professional Center on Rt. 13 in Milford, and The Family, Home and Garden Education Center at UNH Manchester deliver land-grant university knowledge and research in Agriculture, Family Development, Forestry, 4-H & Youth Development, and Nutrition across the county. Collectively they produce a bi-monthly newspaper reaching nearly 2,000 households and individually they reach thousands more through television and radio.

Following is a partial list of programs and activities offered in FY 2001.

### **AGRICULTURE**

Hillsborough County Agricultural educators provide educational programs and crop production recommendations to commercial farmers and growers (full and part-time), agricultural businesses, town officials and departments, weekend or hobby farmers, and homeowners.

Nineteen commercial agriculture presentations were made in Hillsborough County last year on such topics as Pesticide Record Keeping & Storage, Current Use, Western Corn Root Worm, and Boom Spray Calibration. Additionally, a three part Integrated Pest Management series was delivered (for Pesticide Re-certification Credit) on disease pest management options, pest management options for vegetable transplants, and a NH Division of Pesticide Control update.

Technical assistance was provided to farms, greenhouses, garden centers and parks departments in Amherst, Peterborough, Deering, Hancock, Hudson, Litchfield, Manchester, Weare, Nashua, Goffstown, New Boston, Bennington, Milford and Merrimack. Additionally, Commercial Fertilization recommendations were made for 65 full or part time farming operations. Nearly 1,600 homeowner contacts were handled in the Milford office as well.

The Family, Home & Garden Education Center info-line, and its 72 volunteers responded to over 7,100 requests and logged 1,744 hours last year. Three newly opened Diagnostic Clinic handled 176 customers and 213 samples in the first six months of operation.

Twenty-six new Master Gardeners were recruited and trained in the 13 full day training program. Master Gardeners volunteered 1,088 hours growing greenhouse transplants, working in four children's garden programs, working on community projects and doing public speaking.

Garden columns are prepared for 26 daily and weekly publications and 27 television spots were delivered for *Grow it Green* on Channel 9, WMUR.

## **FORESTRY**

The Extension Forester works from the Milford office and provides educational and technical assistance to forest landowners in the better use of their forest resources for income production as well as recreation, wildlife, aesthetics and watershed management.

The forester also advises homeowners on urban tree problems as well as encourages youth groups such as 4-H, vocational agriculture and Scouting to become involved in learning and practicing good forestry.

Some of the accomplishments for this year include the examination of 3,110 acres of forestland for 54 landowners, and 25 presentations and tours conducted with an attendance of over 1,233 adults or young people. The forester met with the Greenfield, Franconia, New Boston and Mason Conservation Commissions to advise on management of town lands.

Forty landowners were assisted with the planned harvesting of 1,855 acres of forest land, and several landowners were assisted with sugarbush and Christmas tree operations.

The Community Forestry Coordinator provided assistance to communities for improvement of natural resources in urban areas. Much of this was accomplished through Tree Steward volunteers and their fulfillment of community project work. During FY 01, 69 Tree Stewards and two interns contributed 3,232 volunteer hours on projects and activities.

Tree Stewards devoted extensive time on projects in Manchester this last year, to ensure that projects throughout the City were self-sustaining. The Pine Street Community Garden, in its fifth year, was the site for some interdisciplinary work with the 4-H Green Thumb Team. The Team and their interns provided a summer long gardening program for the Salvation Army summer camp program. Across Pine Street from the garden, Tree Stewards began working with Southern NH University's Education Continuum and the Friends of the Valley Street Cemetery to develop a master plan for landscape restoration at this cemetery which was modeled after the widely recognized Mount Auburn Cemetery.

The Community Forestry Coordinator worked to secure a \$20,400 Community Improvement Grant from the City of Manchester to contract with CLD Engineers, Inc. for a master plan design for Millyard Landscape Revitalization. This is the result of a cooperative effort between several millyard businesses and organizations, and will be carried out on several abutting properties owned by UNH, The City of Manchester and private owners.

Tree Stewards were also active in projects in Nashua, Milford, Amherst, Peterborough, Brookline, Hudson, Bedford, Hollis, Milford, New Boston, Lyndeborough, Mont Vernon, and Wilton.

## **FAMILY DEVELOPMENT**

Thousands of Hillsborough County residents received practical, research-based information about child and adult development, family money management, and nutrition and food safety. Extension educators and trained volunteers reached residents through workshops, newsletters and publications, helping them make informed choices about real life issues. Last year, money management programs were delivered at NH Employment Security in Nashua, as well as at the Milford and Hollis Libraries, and to a group of limited income women in the Family Life Skills Program.

Through the Nutrition Connections Program, 111 limited income adults completed a series of lessons covering basic nutrition, food shopping and meal planning. Over 1,075 youth in the Manchester, Hillsborough, New Ipswich, Wilton and Nashua schools participated in a series of nutrition education lessons. More than 56 volunteers provided 336 hours of support to this effort.

Safety Awareness in the Food Environment, a series of seven two-hour workshops was conducted for 113 food service managers, workers, and nursing home staff in Hillsborough County. The ServSafe Training was provided for 50 participants and all received ServSafe certification. Additionally, twelve were trained as instructors. Ninety-four people participated in the Food Preservation Program.

Family Focus volunteers delivered parenting education programs to 1,182 adults and teens last year. Among those, one worked exclusively with females at the NH State Prison for Women, another worked with court-ordered parenting and a third is a high school life-skills teacher. Two hundred twenty professionals were presented Child Care Provider Training on such topics as Backyard Science Activities and Biting & Sharing.

Eight hundred and twenty six families received the newsletter Cradle Crier and 891 families received Toddler Tales. Additionally, over 4,600 publications on child development, money management, and nutrition and food safety were distributed.

## **4-H YOUTH DEVELOPMENT**

As a youth development program, 4-H focuses its programming with youth and families on the life skills represented in the 4-H Pledge: Head, Heart, Hands and Health. They represent the following life skills: cognitive and creative, personal and social, vocational and citizenship, and physical and mental health. They are integrated into the four major content areas of 4-H: plant and animal science, science and technology, environmental stewardship and family and consumer science.

Last year, the 4-H Green Thumb Team (supported by a \$10,000 Bean Foundation Grant) working in partnership with several agencies grew the garden program to include six sites, including the County Farm, two public housing sites in Manchester and the previously mentioned Pine Street Community Garden. Theme beds (example: pizza garden) were developed by over 200 youth each week during the summer. Additionally, UNH Plant Science and Nutrition Science Departments supported 5 interns in the program.

Science exploration workshops were developed for and attended by home schoolers. They included: Breads of the Harvest (30 youth), Science Funtivities (29 youth), Biotechnology (24 youth) and Marine Biology (30 youth). A 4-H home school group with 30 families completed the embryology project, constructing their own incubators, hatching the eggs and finding homes for the chicks. Parents were thrilled with the learning experience. Ag in the Classroom was conducted for 300 fourth graders in Hollis.

The Emerald 4-H Club in Antrim won a *Colgate Youth For America Award* for their open horse show to benefit the NH Juvenile Diabetes Foundation. The Horse Council held its first 3-day horse clinic at the Center in New Boston, with 100 youth and 30 leaders and parents participating. *Pups R Us* held their 4-H dog weekend for 85 youth. A wildlife program was held for 200 youth at Boy Scout Camp Carpenter in Manchester. Heritage Crafts/Theater Arts was held for 45 youth. Character Counts! Workshops were held for teachers, clergy, Girls Inc. staff and more than 200 youth and parents at Merrimack Safeguard.

## STRENGTHENING NH COMMUNITIES

Community Profiles continue to be a popular tool to assist municipalities in visioning their future. This community-based, day and one half long event, is planned by a local steering committee with technical support from an Extension educator and is a response to local problems and challenges faced by a community. Extension has been working since the Spring of 2000 to plan a series of profiles in Manchester. Four neighborhood profiles were held between January and May of 2001. Results include securing a design charrette for a former rail bed between the airport and downtown (valued at over \$20,000). A team of professionals led citizens to develop conceptual designs for possible recreational/transportation uses. A citizen group has formed to clean and beautify neighborhood parks.

In September a Community Profile was held in Lyndeborough. Action groups formed were: Grammar School – Plan for Freeing Space, Communication, Conservation Master Plan, Planning An Annual Festival, and Preservation Methods

Respectfully submitted,

Daniel F. Reidy, Office Administrator  
UNH Cooperative Extension, Hillsborough County



**HILLSBOROUGH COUNTY REGISTRY OF DEEDS  
ANNUAL REPORT  
F/Y 01**

The Registry of Deeds generated \$3,871,711.08 in revenue for fiscal year 2001. Over 28 million in real estate transfer fees were remitted to the New Hampshire Department of Revenue Administration. There were 93,973 documents recorded.

I enjoy presenting my own slide presentation on county government to various organizations and schools. People are amazed at the services offered by the county. There have been numerous groups representing registries, law firms, abstractors and title companies throughout New England touring my Registry. The Hillsborough County Registry of Deeds continues to be a model for other registries.

A website is being developed. Future changes in technology will allow me to improve both customer service and staff efficiency.

The users' fee has increased our revenue by \$177,625.55. This money is being utilized for new equipment, optical imaging conversion projects and expanding customer services. These funds reduce my budget.

I am fortunate to have the support of a professional staff and dedicated Deputy, Annette Jacques. Representative Milligan, Chairman and Representative Melcher, Vice Chairman of my budget committee and the committee members continue their hard work. You, the Commissioners, the Executive Committee, and the delegation are to be commended for your interest and direction. All have contributed to the success of the Registry.

Judith A. MacDonald, CPO  
Registrar of Deeds

**HILLSBOROUGH COUNTY REGISTRY OF DEEDS**

**2000-2001 FISCAL YEAR**

**INCOME STATEMENT**

**REVENUE**

OTHER FEES	\$2,314,669.00
4% COMMISSION	\$1,177,115.00
COPY FEES	\$ 336,044.00
SHERIFF'S FEES	\$ 8,030.00
WIRE TRANSFERS – IRS	\$ 4,520.00
AUDIT ADJUSTMENT	
SUB TOTAL	\$3,840,378.00
LESS REFUNDS	(\$ 110.30)
LESS UNPAID DEPOSITED ITEMS	(\$ 4,619.35)
TOTAL	\$3,835,648.35

**RECEIVABLES**

RECORDING AND COPY FEES	\$ 36,548.38
TOTAL	\$3,872,196.73
LESS BAD DEBTS	(\$ 485.65)
GRAND TOTAL	\$3,871,711.08

## HILLSBOROUGH COUNTY SHERIFF 2001 ANNUAL REPORT

The Office of the Hillsborough County Sheriff continues to provide a wide array of services to the residents of our state's largest populated county. The workload of this office is directly proportional to the number of citizens of the southern tier of our state. The Office of the Sheriff has a variety of duties and responsibilities. Here in Hillsborough County, this office serves the two largest populated cities in New Hampshire, Manchester and Nashua, as well as twenty-nine towns. As the population continues to grow in Hillsborough County, the demands on our resources also grow. Our staff of deputies are police academy certified police officers. Law enforcement responsibilities dictate that deputies need to be ready and trained to deal with any situation as they occur in addition to the job functions of this office as listed in this report. A summary of the activities of the Office of the Hillsborough County Sheriff is included at the end of this report.

The following is a synopsis of the five divisions of the Office of the Hillsborough County Sheriff:

### TRANSPORT DIVISION

The Transport Division is primarily responsible for prisoner transport and custody, to and from correctional facilities from around New Hampshire. This division is also responsible for transporting inmates to and from the 7 District Courts in Hillsborough County, in addition to the two Superior Courts in Hillsborough County. It is possible to have 32 courtrooms in session at the same time, with up to twice that number of court officers on duty protecting the courts and guarding prisoners.

The challenge is to continue to handle and accommodate orders from the courts to transport, guard and then return prisoners and juvenile offenders from locations across New Hampshire. In addition, those prisoners requiring medical or psychiatric treatment must be transported and guarded at medical facilities. In all, we annually perform more than 11,841 prisoner transports. I continue to be concerned that the pressure to transport more prisoners faster, to and from more distant locations around the state increases the risks to my deputies, court staff and the general public. Anytime an inmate is outside the secure confines of a correctional facility, the opportunity for escape is greatly enhanced.

Continual training is critical to maintaining our deputies' proficiency and in turn, minimizing potential liability to the county and its taxpayers. **It is my professional opinion, based on over forty years of service in the law enforcement field that the best defense against potential liability for the county is to provide continuous training and education of department personnel. The events of September 11th illustrate the importance of continuous updates in areas of training.**

### CIVIL DIVISION

The Civil Division is responsible for serving all types of civil process from courts, not just in New Hampshire, but from around the country, if the person being served resides in Hillsborough County.

Increasing numbers of domestic violence orders and other types of emergency restraining orders, including court ordered transfer of physical custody of children, consume many man hours. When these types of emergency orders are received from the courts, service of these orders must be expedited. A person's life, in many instances, depends on our deputies enforcing emergency orders issued by the court immediately.

The deputies assigned to the civil division provide a neutral, professional presence enforcing orders of the court, in what are in many circumstances, divisive and volatile issues, involving family disputes, custody disputes, landlord and tenant disputes and domestic violence matters. The importance of the neutral presence of a deputy sheriff insures that the legal rights of all parties in these types of issues are maintained. In addition, sensitive court orders, particularly child custody issues and landlord/tenant matters are all handled by this office in a fair and professional manner.

In addition, the Civil Division also logs all writs received for service, prepares invoices and processes the returns of service for each individual writ. The Civil Division also handles all civil bench warrants issued by the District Courts around the state. This office continues to process and clear a large number of civil bench warrants, the majority of which involve small claim disputes, and a defendant's failure to appear in court.

## **CRIMINAL DIVISION**

The Criminal Division continues to perform its primary function of locating and apprehending fugitives from justice, and persons wanted on Superior Court charges, and the location and apprehension of those parents attempting to avoid their child support obligations. These investigations are often conducted in cooperation with other law enforcement agencies, both in state and throughout the country, at the local, county, state and federal levels. In addition to these primary functions the Criminal Division also coordinates all extradition activities for the County, working very closely with the County Attorney's Office.

Over the last year the Criminal Division has seen an increase in the request for assistance with criminal investigations, including assisting out of state agencies with locating fugitives within Hillsborough County, assisting other agencies with internal investigations, and assisting with the investigating and prosecuting of criminal offenses occurring within the County and often times crossing local political boundaries.

This year we continue to see the trend of an increase in the number of arrest orders that we are receiving, while maintaining a status quo with regard to the number that have been cleared. The work output of the Criminal Division is at capacity, and the backlog of work continues to grow. Although there has been a substantial increase in the workload, this division has not had an increase in personnel since 1988. We have supplemented the full time staff with part time help, however the increased number of warrants being received, along with the increased demand for additional services, has added to our backlog of arrest orders on file.

## **COMMUNICATIONS DIVISION**

The highlight in communications advances for 2001 was the beginning of the installation of equipment provided under the NH State Police LАWNET Grant. This program will result in a totally new digital communications system (2 new repeaters, 22 cruiser radios, 28 portables, 3 new dispatch consoles, and a microwave link)) for Hillsborough County (and the rest of NH). Totalling over One Million Dollars worth of new equipment, this system is provided and installed at no cost to the County taxpayer other than the time spent by Sheriff's Office personnel during the installation. Scheduled for completion during FY 2002, the new system will ensure reliable, inter-agency emergency communications between Hillsborough County units, local agencies, and the rest of New Hampshire law enforcement agencies.

Our Communication Center continues to provide emergency dispatch services, twenty-four hours a day, seven days a week to the following towns:

## **POLICE**

Francestown, Greenfield, Litchfield, Mason, New Ipswich, Peterborough, Temple

## **EMS (AMBULANCE)**

Mason, Souhegan Valley Ambulance

## **HIGHWAY**

Mason, New Ipswich, Temple

## **FIRE**

Mason

Revenues from the above Communication Center Services help to reduce the tax rate.

A statistical summary is included at the end of my report.

## **COURT SECURITY DIVISION**

The Court Security Division is responsible for both perimeter security and security in the courtrooms at the Superior Court houses in Nashua and Manchester. Also, this division is responsible for guarding prisoners at the District Courts around the county.

The job of guarding inmates at the District Court level is a very serious one. Some of these prisoners are still under the effects of drugs and/or alcohol abuse during arraignment following initial arrests off the street, creating at times even more volatility in our courthouses. Continuing training of our court security officers is the key to maintaining a safe and secure environment in our courthouses.

Our court security divisions at the Superior Courts both in Nashua and Manchester continue to insure a safe and secure environment for the court and public to conduct judicial proceedings.

The number of people in and out of our courthouses continues to grow each year.

## **IN CONCLUSION**

As I complete my 9th year as your county Sheriff, I will continue my commitment to the citizens of Hillsborough County to provide a high quality of service in a fiscally conservative manner. I will continue to assist the local, state and federal police agencies around the county wherever and whenever possible. This past year, we joined forces with the Nashua Police Department in conducting, 'Operation Round Up', a joint effort to effect arrests of defendants on outstanding active warrants. This operation was a success and similar types of joint operations are being planned for the future.

On a more positive note, our participation in a crime prevention initiative for senior citizens, called the Triad Program, with the Manchester Police Senior Services Unit continues as time allows. TRIAD is a national crime prevention initiative to provide crime prevention tips to our senior citizens and reduce their fear of crime, enhancing their quality of life. It is my goal to expand this program into other areas of the



county in the coming years. This past year's focus has been on talking with our seniors about telephone scams and frauds.

We also installed new software at the office this year. Currently, software is operational in the civil and criminal division and is being installed in the communications division. This new software will cross check names of wanted people between the different divisions in the office. This will improve the office operations.

Finally, I wish to thank my staff of deputies and court officers, as well as our administrative support staff who man the office and the cruisers every day getting our job done. I am very proud of our employees, many of whom have been providing good reliable service to our citizens for many years. I would also like to thank the Board of County Commissioners; other County Departments; the members of the New Hampshire Legislature; the Justices of the Superior and District Courts across the county and their staffs; the members of the Bar Association; federal, state and local police agencies; my fellow Sheriffs from around the state; and the citizens of the county for their continued support.

Respectfully submitted,

Walter A. Morse, Sheriff

OFFICE OF THE HILLSBROUGH COUNTY SHERIFF  
2001 STATISTICAL SUMMARY

COMMUNICATIONS DIVISION

Calls For Service	14,799
Radio Transmissions (CFS Related)	105,504
Telephone Calls Received	148,250
Computer Log Entries	16,710
Revenue	\$48,409

Due to new dispatch software we are unable to provide audited dispatch statistical data for part of FY 2001. The figures given are accurate to the best of our ability.

The revenue figure is accurate.

COURT SECURITY DIVISION

Revenue, AOC reimbursement	\$737,661
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CIVIL

Writs Processed/Served	25,522
Revenue	\$390,272
Assets recovered and dispersed (Executions)	\$132,738

TRANSPORTATION

Prisoners Transported	12,692
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CRIMINAL DIVISION

Felony Capias Received	466
Felony Capias Processed	454
Bench Warrants Received	629
Bench Warrants Processed	530
Child Support Capias Received	276
Child Support Capias Processed	256
Equity Capias Received	28
Equity Capias Processed	29
Total New Warrants Received	1,399
Total Warrants Processed	1269
Total bail collected (not included in revenue total)	\$44,389

Extraditions Performed	120
Assist Other Agencies (Investigative, non-arrest)	12
Arrest For Other Agencies	12
HCSO Initiated Investigations	13
HCSO Initiated Arrests	18
Reimbursement from Extraditions	\$47,848
TOTAL Bail collected (not included in revenue total)	\$44,389
TOTAL Assets recovered/dispersed (not in revenue)	

TOTAL Revenue	\$1,224,190
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## HILLSBOROUGH COUNTY ATTORNEY

### 2001 ANNUAL REPORT

A review of the work performed by the members of the Hillsborough County Attorney's Office for the preparation of the Annual Report for the year 2001 demonstrated the hard work and efforts put forth by a team of people whose great accomplishments and successes occasionally go unrecognized and unheralded by the communities within Hillsborough County. Notwithstanding that, those of us who work in the County Attorney's Office realize and appreciate the fact that the Hillsborough County Commissioners, the Executive Committee, the full Delegation and the local police departments have an opportunity to recognize the hard work that is put forth by our office in the performance of its day to day duties, handling its criminal prosecutorial responsibilities and its civil representation of the County. Once again the work that is performed by the Hillsborough County Attorney's Office found in its Annual Report for the year 2001 reflects the cooperative and collaborative efforts of many governmental agencies working together with our office.

The primary responsibility of the Hillsborough County Attorney's Office in terms of workload involves the prosecution of felonies and misdemeanors committed within the boundaries of our county. Our community continues to be interested in those prosecutions, whether they involve domestic violence, burglary, theft, sales of illicit drugs, negligent homicide, forgery, violations of the habitual offender statute, assaults against other persons, or witness tampering, to state just a few. This work, its scope and responsibility are ever increasing.

We are again the beneficiaries of resources directed to us through the Violence Against Women Formula Grant Program, Grant No. 2000W061, awarded by the Violence Against Women Grants Office, Office of Justice Programs, US Department of Justice which directs monies from the federal government which is overseen by the Attorney General's Office. (Points of view in this document are those of the County Attorney and do not necessarily represent the official position or policies of the US Department of Justice.) Once again the benefit of this grant is to address the ever spreading problem of domestic violence in this community. Its goals and resources are well focused on this problem that challenges not only the district courts but also the superior courts that are located in both Nashua and Manchester. The community is able to utilize this grant to make it possible for our office to employ a full-time prosecutor in the Manchester District Court whose sole responsibility is the prosecution of domestic violence crime. A remarkably important asset of the receipt of these resources is the assistance it provides for the Manchester Police Department, the Nashua Police Department, and the Department of Corrections. A significant portion of the district court dockets in both Manchester and Nashua are overburdened by the domestic violence cases, which on some days can take up to as much as a third of the total daily workload. The professionals who deal with these cases recognize that it is essential to combat this problem utilizing a team effort concept of all of these agencies working together to provide the highest level of community safety for young and old alike. The collaborative efforts of the federal, state, county, and municipal levels of government perform an excellent job in dealing with the challenge of domestic violence.

Notwithstanding the scarcity of resources, the Manchester District Court and its Chief Justice William Lyons, and Associate Justice, Norman Champagne, have been extremely busy in their handling and managing of justice at the district court level. Both justices along with visiting judges work closely with Clerk Paula Hurley in dealing with the court's remarkably large docket. The Hillsborough County Attorney's Office has been fortunate to have the benefit of a working domestic violence prosecutor in the Manchester District Court in the person of Jean M. Reed who is responsible for the handling of all of the domestic violence cases that comes before judges sitting in the Manchester District Court. Attorney Reed is responsible for presenting those cases to the Manchester District Court in the same setting that City Solicitor Thomas Clark's staff litigates its cases creating a tremendous caseload for all parties involved. It goes without saying that the Manchester District Court and the Nashua District Court represent the two busiest district courts in the State of New Hampshire. We are fortunate to have the experience and wisdom of the Nashua District Court's Chief Justice, H. Philip Howorth, and Associate Justice, Thomas E. Bamberger, handling the gate city's responsibilities for the administration of justice. Those responsibilities are endless and tremendous. Nevertheless, all parties involved in that process perform a herculean task in moving the cases along in an efficient and speedy fashion in administering justice of the highest caliber.

An important aspect of the County Attorney's Office that deals with not only the victims of domestic violence but also the victims of all crimes is its Witness/Advocate Program. Once again its Director, Catherine M. McNaughton, does an exemplary job of focusing her years of experience and expertise on the communities needs to assist the victims of violent crimes as they proceed through the superior court as witnesses. She and the members of her staff do an outstanding job of facilitating the communication between the victims of these crimes and the prosecuting attorneys in our office who handle their cases. Our office has again been fortunate to receive federal funding for an additional victim/witness advocate position, which is filled by Priscilla Standish-Barry who is assigned to our Nashua office. This project is supported by Grant No. 20000054 awarded by the Office for Victims of Crime, Office of Justice Programs, US Department of Justice. (Points of view in this document are those of the County Attorney and do not necessarily represent the official position or policies of the US Department of Justice.) The success that our office experiences in the handling of cases in which violence is affected upon innocent victims is often dependent upon the remarkable skills utilized by our witness advocates in preparing their victims for presentation of their experiences at the hands of the defendants in the superior court. Our office is again indebted to Director McNaughton and all of her staff for their devotion to the cause of assisting victims of criminal wrongdoing by assisting them through the challenging experience of testifying in court.

I am always surprised and astounded by the number of young individuals who believe that a remarkable way of supporting themselves is to involve themselves in the unlawful sale of controlled substances. Hillsborough County grand juries sitting in both Nashua and Manchester once again were faced with a significant number of violations of the Controlled Drug Act involving subjects who thought that they could commit these crimes without detection. Hillsborough County is fortunate to benefit from the cooperation and assistance of law enforcement related agencies to include but are not limited to the United States Attorney's Office, the Attorney General's Office and its Drug Task Force, the State of New Hampshire, the



DEA, the INS, the FBI, the New Hampshire State Police, the Hillsborough County Sheriff's Office, the Manchester and Nashua Police Departments, and all local police agencies throughout the county dealing with our fight against drug abuse.

A change has occurred in the past year in terms of the directorship of the United States Attorney's Office in Concord, NH. United States Attorney Paul Gagnon has completed his tour of duty there and has been replaced by Gretchen L. Witt who has assumed the responsibilities as Interim United States Attorney during the transition period following Attorney Gagnon's departure. Our office has continued to maintain a positive and encouraging relationship with the United State Attorney's Office, its staff, and the federal law enforcement community that works with it to rid the streets of Hillsborough County of controlled substances. A similar spirit of cooperation exists between the Attorney General's Office and the Hillsborough County Attorney's Office in this task. The efforts of Assistant Attorney Generals Brian Graf and Jane Ellen Young whose major workload focuses on the prosecution of substantially large drug transactions continues to send a chilling message to those who would violate the Controlled Drug Act here in Hillsborough County. We are fortunate to have made available to us, through the Attorney General's Office, a federally funded drug prosecutor, who in the person of Assistant County Attorney Kristin Z. Wilson pursues drug dealers with a vengeance. This project is supported by Grant No. 20010219 awarded by the Bureau of Justice Assistance, Office of Justice Programs, US Department of Justice. (Points of view in this document are those of the County Attorney and do not necessarily represent the official position or policies of the US Department of Justice.)

The Hillsborough County Attorney's Office has continued to be involved in a federally funded DWI Sobriety Checkpoint Program. The collaborative effort in which the New Hampshire State Police, the Manchester Police Department, and the Hillsborough County Attorney's Office, in particular Assistant County Attorney Joceline D. Champagne, present educational programs for checkpoint officers in the preparation of the implementation of these programs. Checkpoints of this type are set up throughout the State of New Hampshire and were successful in screening a number of DWI related offenders from operating motor vehicles on the roads of New Hampshire. Our office has once again been privileged to work closely with Assistant Deputy Commissioner of Safety John A. Stephen who has been one of the major proponents of this program. Our county and the law enforcement community are forever indebted to the Department of Safety and Attorney Stephen.

The Superior Court Clerk's Office in both districts of Hillsborough County are again the management responsibilities of John M. Safford and Marshall A. Buttrick. Fortunately, for all of the residents in Hillsborough County, those agencies are staffed by talented, capable, hardworking, and experienced professionals. Their caseloads are managed in an efficient and orderly fashion. Our County Attorney's Office is the beneficiary of an excellent working relationship with the Clerk's Offices in both districts. We look forward to another tremendous year in working with them.

The Hillsborough County Attorney's Office is regularly assisting the police departments of the 29 towns and 2 cities in answering questions of a procedural and a legal nature regarding their professional duties. The challenging questions that they pose to us underscore the quality of the



personal commitment of the law enforcement community that work for all of us here in Hillsborough County.

Once again the success that the Hillsborough County Attorney's Office has achieved is due in no small part to the excellent working relationship that exists between the Attorney General's Office of the State of New Hampshire and our office. We benefit from the generous spirit provided by our Attorney General Philip T. McLaughlin and his offices' willingness in assisting us in the exceedingly challenging job of prosecuting felons here in the superior courts in the State of New Hampshire. His staff is always on call to answer and assist us in our fight against crime. We will forever be indebted to the Attorney General's Office Grant Coordinator Mark Thompson who continues to recognize our need for supportive resources in all fields, but particularly in the battle against illegal drug traffickers and those who would commit domestic violence against significant others or members of their families. Without Mr. Thompson's continued support it might be impossible for us to maintain our specialists in the fields of drug prosecutions and domestic violence prosecutions. In its handling of the appellate issues before the Supreme Court for the State of New Hampshire the Attorney General's Office continues to produce the highest and most remarkable caliber of work to affirm the convictions of those who would commit crime in Hillsborough County. We can never really repay the efforts of Attorney General Philip T. McLaughlin and the members of his office for the invaluable assistance that they provide to those of us who work in the superior court.

The unsung heroes of county government which include, but are not limited to, County Commissioners, the Executive Committee, the full Delegation, and the New Hampshire Association of Counties who once again are extremely busy in the handling of their extensive duties. These groups nevertheless appreciate the fact that they can turn to a true professional for counsel and assistance in their duties of representing county government. That person is Assistant County Attorney Carolyn M. Kirby, who is not only recognized as being an invaluable natural resource for Hillsborough County but was also awarded the 2001 President's Award at the New Hampshire Association of Counties Annual Meeting. Attorney Kirby's guidance in assisting the county in the process of resolving civil matters is recognized by all as being one of the great cost saving features of the work she performs in her representation of Hillsborough County. Some of her duties include, but are not limited to, dealing with the issues of personnel litigation, responding to pleadings filed by inmates and federal detainees held here and in other locations on behalf of Hillsborough County. Often her responsibilities take her to the Federal District Court in Concord to handle matters. She performs these tasks in a remarkably economical fashion compared to the costs that might be incurred were private counsel to be employed individually on these cases. Attorney Kirby along with Attorney Donald Kennedy of Manchester, NH, were successful in defending our Department of Corrections in a suit brought for harassment in the Federal Court in Concord, NH. In that case, the defendant's verdict resulted in the county having to pay absolutely nothing on a claim filed by a former employee. Attorney Kirby deals with conflicts of labor litigation and issues, arbitration issues and cases, and matters involving our County Nursing Home. She is regularly sought after by the members of the Sheriff's Department in resolving questions that regularly arise out of the civil and custodial aspects of the Sheriff's responsibilities. She is continually busy issuing opinions on areas of contracts, service agreements, and vendor issues which arise on an all too regular basis. All would agree that there is no adequate way to accurately determine the benefits and costs

saved that Attorney Kirby provides for Hillsborough County in the matters involving civil issues and county government.

Some of the other responsibilities that the County Attorney's Office performs involve regular appearances for the State of New Hampshire at extradition hearings, habeas corpus hearings, sentence reduction hearings, and bail hearings. The frequency and number of these cases continue to grow requiring more and more each day of our support staff and our attorneys. We often are requested to handle matters involving out-of-state subpoenas by neighboring states that are attempting to subpoena witnesses who come to New Hampshire. In an effort to assist these states, we often handle these matters here in New Hampshire to facilitate the recovery of those sometimes reluctant witnesses. Occasionally, these demanding states will be able to assist us when some of our witnesses show a reluctance to return to New Hampshire. We also attend parole hearings held in the New Hampshire State Prison where we present our objections to the early release of prisoners. We continue these efforts for the purpose of insuring that truth in sentencing statutes continue to have meaning for those who are sentenced and those for whom they are sentenced.

Once again our office continues to appreciate and benefit from the programs that exist at educational institutions located throughout the State of New Hampshire and neighboring states. Schools such as St. Anselm's College, the University of New Hampshire, Notre Dame College, Franklin Pierce Law School and Suffolk University Law School are just but some of the schools which make it possible for our intern programs to be staffed by the brightest members of our legal community. All of the members of the Hillsborough County Attorney's Office continue to be grateful and appreciative of the generous contributions that the educational community provides our staff in the placing of the interns in our office. They make great sacrifices in assisting the staff in resolving the day-to-day challenges of prosecuting here in Hillsborough County.

As has been said in the past but continues to be a daily truth, we continue to appreciate the continued help and assistance we received from Hillsborough County Commissioners Rhona M. Charbonneau, Carol H. Holden and Toni Pappas. Resources made available to us as a result of the cooperation and support of Chairman Robert Milligan, the Executive Committee and the full Delegation for Hillsborough County make it possible for us to keep stride with the apparently unlimited resources made available to the Public Defender and the defense bar. Without these essential working resources we would not be able to maintain an equal footing with the defense bar in its efforts to insure the protection of defendants' Constitutional rights. The County Attorney's Office is equally grateful to the community for its continued support for the work we do and the contribution that we make in insuring that they are well represented in the superior court. We again look forward to an exciting upcoming year in working here in the superior court. Invaluable assistance has continued to be provided to us in a limitless fashion by Delegation Coordinator Marsha Rusch, the staff of the Hillsborough County Business Office, Sheriff Walter Morse and the members of his staff, Department of Corrections Superintendent James M. O'Mara, Jr. along with the staff of the Hillsborough County Department of Corrections, Administrator of the Hillsborough County Nursing Home Bruce Moorehead and the members of his staff, Hillsborough County Register of Deeds Judith A. MacDonald and her staff, Human Service Administrator Ellen-Ann Robinson and her staff, Hillsborough County Register

of Probate Robert R. Rivard and Cooperative Extension Administrator Daniel Reidy. We are today, as in the past, forever indebted and thankful for the support and cooperation of all governmental agencies in our work here in the Hillsborough County Attorney's Office. Without that continued support and cooperation we would not be able to accomplish the successes that we have had in the year of 2001. We look forward to another challenging and exciting year in 2002. We hope to do so with the continued success that we have seen in years past. On behalf of all of the staff at the Hillsborough County Attorney's Office and myself, I thank you for the exciting opportunity to serve the Commissioners, the Executive Committee, the full Delegation and the public in 2001. We look forward to that continued challenge, responsibility and thrill in 2002.

Peter McDonough  
Hillsborough County Attorney



**COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE**

**Financial Statements**

**June 30, 2001**

**and**

**Independent Auditor's Opinion**





**COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE**  
**FINANCIAL STATEMENTS**  
June 30, 2001

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# Vachon, Clukay & Co., PC

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*Certified Public Accountants*

45 Market Street  
Manchester, New Hampshire 03101  
(603) 622-7070  
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## INDEPENDENT AUDITOR'S REPORT

To the County Commissioners  
County of Hillsborough, New Hampshire

We have audited the accompanying general purpose financial statements of the County of Hillsborough, New Hampshire as of and for the year ended June 30, 2001, as listed in the table of contents. These general purpose financial statements are the responsibility of the County of Hillsborough, New Hampshire's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the County of Hillsborough, New Hampshire, as of June 30, 2001, and the results of its operations and cash flows of its proprietary fund types for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements of the County of Hillsborough, New Hampshire taken as a whole. The combining financial statements listed as schedules in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the County of Hillsborough, New Hampshire. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

*Vachon, Clukay & Co., PC*

November 5, 2001

EXHIBIT A  
COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE  
Combined Balance Sheet - All Fund Types and Account Groups  
June 30, 2001

	Governmental Fund Types				Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Totals (Memorandum Only) 2001
	ASSETS		Special Revenue	Capital Projects			General Fixed Asset	General Long- Term Debt	
	General			Enterprise & Agency	Trust				
Cash	\$ 6,298,549		\$ 179,125	\$ 139,158				\$ 6,616,832	
Investments	21,327,486							21,327,486	
Accounts receivable	57,910				937,875			995,785	
Due from other governments	128,056							128,056	
Due from other funds	2,408,746					106,035		3,544,033	
Inventories					49,907			49,907	
Prepaid expenses								2,990	
Property, plant and equipment, net	2,990		2,523,535				\$ 30,807,319	33,330,854	
Amount to be provided for retirement of general long-term obligations									
Total Assets	<u>\$ 30,223,737</u>		<u>\$383,631</u>	<u>\$645,621</u>	<u>\$3,690,442</u>	<u>\$ 245,193</u>	<u>\$ 30,807,319</u>	<u>\$ 1,456,488</u>	
								<u>\$ 67,452,431</u>	
LIABILITIES AND FUND EQUITY									
Liabilities:									
Accounts payable	\$ 3,705,815	\$ 8,560			\$ 89,768			\$ 3,804,143	
Accrued expenses	282,913	67,839			199,376			550,128	
Due to other funds	1,063,538				2,480,495			3,544,033	
Due to specific individuals					189,868	\$ 148,167		338,035	
Compensated absences payable					121,805			121,805	
General obligation bonds payable							\$ 1,400,000	1,400,000	
Capital lease payable					9,694		56,488	66,182	
Total Liabilities	<u>5,052,266</u>	<u>76,399</u>		-	<u>3,091,006</u>	<u>148,167</u>	<u>1,456,488</u>	<u>9,824,326</u>	
Fund Equity (deficit):									
Investment in general fixed assets							\$ 30,807,319	30,807,319	
Contributed capital					3,247,658			3,247,658	
Retained earnings					(2,648,222)			(2,648,222)	
Fund Balances:									
Reserved for encumbrances	5,373,851							5,373,851	
Unreserved:									
Designated for subsequent year's expenditures						97,026		97,026	
Undesignated	19,797,620	307,232	\$645,621					20,750,473	
Total Fund Equity	<u>25,171,471</u>	<u>307,232</u>	<u>645,621</u>		<u>599,436</u>	<u>97,026</u>	<u>30,807,319</u>	<u>57,628,105</u>	
Total Liabilities and Fund Equity	<u>\$ 30,223,737</u>	<u>\$383,631</u>	<u>\$645,621</u>		<u>\$3,690,442</u>	<u>\$ 245,193</u>	<u>\$ 30,807,319</u>	<u>\$ 67,452,431</u>	

See notes to financial statements

## EXHIBIT B

**COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE**

## Combined Statement of Revenues, Expenditures and Changes in Fund Balances

## All Governmental Fund Types

For the Year Ended June 30, 2001

	Governmental Fund Types		Totals (Memorandum Only)
	General	Special Revenue	2001
Revenues:			
Taxes	\$ 37,360,711		\$ 37,360,711
Charges for services	5,573,237	\$ 177,562	5,750,799
Intergovernmental revenues	1,102,296	724,892	1,827,188
Miscellaneous revenues	2,304,098		2,304,098
Total Revenues	<u>46,340,342</u>	<u>902,454</u>	<u>47,242,796</u>
Expenditures:			
Current:			
General government	5,548,023	718,450	6,266,473
Public safety	13,403,163		13,403,163
Health and welfare	25,883,199		25,883,199
Capital outlay		177,966	177,966
Debt service:			
Principal retirement	1,400,000		1,400,000
Interest	136,500		136,500
Total Expenditures	<u>46,370,885</u>	<u>896,416</u>	<u>47,267,301</u>
Excess of Revenues Over (Under) Expenditures	<u>(30,543)</u>	<u>6,038</u>	<u>(24,505)</u>
Other Financing Sources (Uses):			
Operating transfers out	(1,122,129)		(1,122,129)
Total Other Financing Sources (Uses)	<u>(1,122,129)</u>	<u>-</u>	<u>(1,122,129)</u>
Excess of Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing Uses	<u>(1,152,672)</u>	<u>6,038</u>	<u>(1,146,634)</u>
Fund Balances, beginning of year	26,324,143	301,194	26,625,337
Fund Balances, end of year	<u>\$ 25,171,471</u>	<u>\$ 307,232</u>	<u>\$ 25,478,703</u>

See notes to financial statements



## EXHIBIT C

## COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE

Statement of Revenues, Expenditures and Changes in Fund Balance -

Budget and Actual (Budgetary Basis) - General Fund

For the Year Ended June 30, 2001

	Budget	Actual	Variance Favorable (Unfavorable)
Revenues:			
Taxes	\$ 37,360,711	\$ 37,360,711	\$ -
Charges for service	4,489,277	5,573,237	1,083,960
Intergovernmental revenues	1,109,000	1,102,296	(6,704)
Miscellaneous revenues	1,957,500	2,304,098	346,598
Total Revenues	<u>44,916,488</u>	<u>46,340,342</u>	<u>1,423,854</u>
Expenditures:			
Current:			
General government	6,752,594	5,493,420	1,259,174
Public safety	14,328,958	12,440,163	1,888,795
Health and welfare	23,876,307	17,951,334	5,924,973
Debt service:			
Principal retirement	1,400,000	1,400,000	-
Interest	436,500	136,500	300,000
Total Expenditures	<u>46,794,359</u>	<u>37,421,417</u>	<u>9,372,942</u>
Excess of Revenues Over Expenditures	<u>(1,877,871)</u>	<u>8,918,925</u>	<u>10,796,796</u>
Other Financing Uses:			
Operating transfers out	<u>(1,122,129)</u>	<u>(1,122,129)</u>	<u>-</u>
Total Other Financing Uses	<u>(1,122,129)</u>	<u>(1,122,129)</u>	<u>-</u>
Excess of Revenues Over (Under)			
Expenditures and Other Uses	(3,000,000)	7,796,796	10,796,796
Fund Balance, beginning of year	12,000,824	12,000,824	-
Fund Balance, end of year	<u>\$ 9,000,824</u>	<u>\$ 19,797,620</u>	<u>\$ 10,796,796</u>

See notes to financial statements

## EXHIBIT D

**COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE**

Combined Statement of Revenues, Expenses and Changes in Retained Earnings

All Proprietary Fund Types

For the Year Ended June 30, 2001

	Nursing <u>Home</u>
Operating Revenues:	
Charges for services	\$ 13,548,727
Other	39,466
Total Operating Revenues	<u>13,588,193</u>
Operating Expenses:	
General	
Administrative	1,022,715
Maintenance and operations	758,111
Physical Therapy	427,774
Dietary	1,637,014
Nursing	10,000,732
Laundry	357,014
Housekeeping	550,134
Physician/Pharmacy	226,943
Restorative Services	433,501
Social Services	242,154
Hairdressing	40,563
Depreciation	316,903
Total Operating Expenses	<u>16,013,558</u>
Net Operating Loss	<u>(2,425,365)</u>
Non-Operating Expenses:	
Interest expense	<u>(311)</u>
Total Non-Operating Expenses	<u>(311)</u>
Net Loss before operating transfer	<u>(2,425,676)</u>
Operating transfer in	<u>1,122,129</u>
Net Income (Loss)	<u>(1,303,547)</u>
Retained Earnings (deficit), beginning of year	<u>(1,344,675)</u>
Retained Earnings (deficit), end of year	<u>\$ (2,648,222)</u>

*See notes to financial statements*

EXHIBIT E  
COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE  
Combined Statement of Cash Flows  
All Proprietary Fund Types  
For the Year Ended June 30, 2001

	Nursing Home
Cash Flows from Operating Activities:	
Cash received for patient care/services	\$ 13,929,527
Cash paid to suppliers and employees	<u>(14,728,884)</u>
Net Cash (Used) by Operating Activities	<u>(799,357)</u>
Cash Flows from Noncapital Financing Activities:	
Operating transfers in	<u>1,122,129</u>
Net Cash Provided by Noncapital Financing Activities	<u>1,122,129</u>
Cash Flows from Capital and Related Financing Activities:	
Principal paid on capital lease obligations	(9,892)
Interest paid on capital lease obligations	(311)
Proceeds from capital lease obligations	10,825
Acquisition and construction of capital assets	<u>(281,972)</u>
Net Cash (Used) by Capital and Related Financing Activities	<u>(281,350)</u>
Net Increase in Cash and Cash Equivalents	41,422
Cash and Cash Equivalents, beginning of year	<u>137,703</u>
Cash and Cash Equivalents, end of year	<u>\$ 179,125</u>
Reconciliation of Net Operating Income to Net Cash Provided by Operating Activities:	
Operating Loss before operating transfers	\$ (2,425,365)
Adjustments to Reconcile Net Operating Income to Net Cash Provided by Operating Activities:	
Depreciation	316,903
Allowance for doubtful accounts	83,880
Change in assets and liabilities:	
Decrease in accounts receivable	141,603
Decrease in interfund receivable	115,851
Decrease in inventories	(7,646)
Increase in accounts payable	63,336
Increase in accrued expenses	27,261
Increase in interfund payable	849,168
Increase in due to specific individuals payable	28,431
Increase in compensated absences payable	7,221
Net Cash Provided by Operating Activities	<u>\$ (799,357)</u>

See notes to financial statements

**COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS**  
June 30, 2001

**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies of the County of Hillsborough, New Hampshire conform to accounting principles generally accepted in the United States of America for governmental units except as indicated hereinafter. The following is a summary of significant accounting policies.

***Financial Reporting Entity***

The County of Hillsborough, New Hampshire was established in 1769 under the laws of the State of New Hampshire. The County boundaries include thirty-one New Hampshire municipalities located in southern New Hampshire. The County operates under the Commissioner/Delegation form of government and provides services as authorized by state statutes.

The accompanying financial statements of the County present the financial position of the various fund types and account groups, results of operations of the various fund types, and the statements of cash flows for its proprietary fund types.

***Basis of Presentation - Fund Accounting***

The accounts of the County are organized on the basis of funds or account groups, each of which is considered a separate accounting entity. The operation of each fund is accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance/retained earnings, revenues, and expenditures/expenses. The various funds are summarized by type in the financial statements. The following fund types and account groups are used by the County:

**Governmental Fund Types**

Governmental Funds are those through which most governmental functions of the County are financed. The acquisition, use and balances of the County's expendable financial resources and the related liabilities are accounted for through governmental funds. The measurement focus is upon determination of changes in financial position rather than upon net income determination. The following are the County's governmental fund types:

*General Fund* - The General Fund is the general operating fund of the County. It is used to account for all financial resources except those required to be accounted for in another fund.

*Special Revenue Funds* - Special Revenue Funds are used to account for specific restricted revenues and expenditures. The County's Incentive Funds and Registry of Deeds Surcharge Fund are accounted for as special revenue funds.

*Capital Projects Funds* - Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities and equipment.

COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE  
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2001

NOTE 1--SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

**Proprietary Fund Types**

Proprietary Funds are used to account for the County's ongoing activities that are similar to those often found in the private sector. The measurement focus is upon determination of net income, financial position, and changes in cash flows.

*Enterprise Funds* - Enterprise funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public or clients on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The County accounts for the Nursing Home as a self-supporting enterprise fund. The Nursing Home Fund, however, receives an operating subsidy from the General Fund on an annual basis to support current operations and fund capital acquisitions.

**Fiduciary Fund Types**

Fiduciary Funds are used to account for assets held by the County in a trustee capacity or as an agent for individuals, private organizations, and other governmental units, and/or other funds.

*Expendable Trust Fund* - Expendable Trust Funds account for the financial resources of the Nursing Home's Capital Reserve Fund.

*Agency Funds* - Agency Funds are used to account for assets held by the County in a fiduciary capacity for various departments and individuals. These funds consist of inmate savings, correctional and Court House canteen funds, correctional commissary funds, and sheriff's bond and escrow funds and court forfeited funds.

**Account Groups**

*General Fixed Asset Account Group* - Property, plant and equipment used in governmental fund type operations are accounted for in the General Fixed Asset Account Group. Assets are capitalized at cost or estimated historical cost if purchased or constructed, and donated fixed assets are recorded at their estimated fair market value at the date of donation. Assets in the general fixed asset account group are not depreciated. Interest incurred during construction is not capitalized on general fixed assets.

*General Long-Term Debt Account Group* - This group of accounts is established to account for all outstanding long-term obligations of the County, except for amounts accounted for in Proprietary Type Funds.



**COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**  
June 30, 2001

**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***Basis of Accounting***

The modified accrual basis of accounting is followed by the governmental funds. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e. both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures, other than interest on long-term obligations, are recorded when the liability is incurred, if measurable.

In applying the susceptible to accrual concept to intergovernmental revenues, the legal and contractual requirements of the numerous individual programs are used as guidance. There are, however, essentially two types of revenues. In one, monies must be expended on the specific purpose or project before any amount will be paid to the County; therefore, revenues are recognized based upon expenditures recorded. In the other, monies are virtually unrestricted as to purpose of the expenditure and are usually revocable only for failure to comply with the prescribed compliance requirements. These resources are reflected as revenues at the time of receipt or earlier if the susceptible to accrual criteria is met.

The accrual method of accounting is used by the proprietary fund types. The County has elected not to follow the FASB pronouncements issued subsequent to November 30, 1989 in accounting and reporting for its proprietary operations.

During the course of normal operations, the County has numerous transactions between funds, including expenditure and transfers of resources to provide services, construct assets and service debt. The accompanying governmental and proprietary funds statements reflect such transactions as transfers.

***Cash and Equivalents***

The County pools cash resources of its general, special revenue and proprietary funds to facilitate the management of cash. Cash applicable to a particular fund is reflected through the interfund balance. Cash in excess of current operating requirements is invested in various interest bearing investments.

***Investments***

Investments are stated at their fair value. Certificates of deposit with a maturity of greater than ninety days from the date of issuance are included in investments.

***Accounts Receivable***

Accounts receivable of the Nursing Home Enterprise Fund at June 30, 2001 are recorded net of an allowance for uncollectible receivables of \$275,705.

***Inventories***

Inventories in the Proprietary Fund Types are valued at the lower of cost (first-in, first-out basis) or market.

**COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**  
June 30, 2001

**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***Proprietary Type Funds - Property, Plant and Equipment***

Property, plant and equipment are valued at cost. Depreciation has been provided over the estimated useful lives using the straight-line method. The estimated useful lives are as follows:

	<u>Years</u>
Buildings and improvements	5-70
Equipment	3-20

***Accrued Vacation and Sick Leave***

Employees earn vacation and sick time as they provide services pursuant to County policy and the provisions of collective bargaining agreements. As employees cannot accumulate sick and vacation time beyond one year, no amounts are recorded as long-term obligations in the General Long-Term Debt Account Group.

Generally, sick leave is accrued at the rate of 1 1/3 days per month per employee. All sick leave earned and unused at December 31 is paid in January of the following calendar year. The County does not record a liability for these amounts in its governmental fund types at the end of the fiscal year, as these expenses are accounted for on a "pay as you go" basis in the ensuing fiscal year.

The estimated value of accrued sick time for the Nursing Home Enterprise Fund has been accrued as a liability in that fund as required by accounting principles generally accepted in the United States of America. The recorded amount is \$121,805 as of June 30, 2001.

***Total Columns on Combined Financial Statements***

Total columns on the combined financial statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations or changes in cash flows in accordance with accounting principles generally accepted in the United States of America.

**NOTE 2—BUDGETARY ACCOUNTING**

The County delegation is responsible for the adoption of budgets for all Governmental Fund Types and the Nursing Home Enterprise Fund. Subsequent to the adoption of the budgets, the Commissioners may apply to the County Delegation for approval to make supplemental appropriations. Budget transfers between departments within any fund must be approved by the County Delegation. Special revenue fund budgets are adopted to the extent that they interact with the general fund. Budgetary information in these financial statements has been presented only for the general fund, as it is neither practical nor meaningful for other funds. The following is a reconciliation between the budget as presented for reporting purposes and the adopted budget.

**COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE****NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**

June 30, 2001

**NOTE 2--BUDGETARY ACCOUNTING (CONTINUED)**

Total approved budget	\$ 63,537,296
Perspective Difference:	
Nursing Home Fund	(15,442,708)
Registry of Deeds Equipment Replacement Fund	(178,100)
General Fund budget	<u>\$ 47,916,488</u>

State law requires balanced budgets but permits the use of beginning fund balance to reduce the property tax rate. For the year ended June 30, 2001, the County applied \$3,000,000 of its 2000 undesignated fund balance to reduce the tax rate.

***Reconciliation of Exhibit C to Exhibit B******General Fund***

Revenues and expenditures as shown on the Combined Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual (Budgetary Basis) – General and Special Revenue Funds (Exhibit C) are reported on the basis budgeted by the County. General Fund budgetary expenditures were adjusted for encumbrances as follows:

Expenditures and Transfers (Exhibit B)	\$ 47,493,014
Encumbrances, June 30, 2000	(14,323,319)
Encumbrances, June 30, 2001	<u>5,373,851</u>
Expenditures and Transfers (Exhibit C)	<u>\$ 38,543,546</u>

***Encumbrances***

Encumbrance accounting, under which purchase orders and other commitments for the expenditure of monies are recorded in order to reserve a portion of the applicable appropriation, is employed as an extension of formal budgetary integration in Governmental Funds. Encumbrances outstanding at year-end are reported as a component of fund balance since they do not constitute expenditures or liabilities and are detailed by fund type and function as follows:

General government	\$ 97,087
Public safety	197,285
Health and welfare	<u>5,079,479</u>
	<u>\$ 5,373,851</u>

**NOTE 3--RISK MANAGEMENT**

The County is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During 2001, the County was a member of the New Hampshire Worker's Compensation Fund. The County currently reports all of its risk management activities in its General Fund. The Trust is classified as a "Risk Pool" in accordance with accounting principles generally accepted in the United States of America.

**COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**  
June 30, 2001

**NOTE 3--RISK MANAGEMENT (CONTINUED)**

The Compensation Fund was organized to provide statutory worker's compensation coverage to member towns, cities, and other qualified political subdivisions of New Hampshire. The Trust is self-sustaining through annual member premiums and provides coverage for the statutorily required workers' compensation benefits and employer's liability coverage up to \$1,000,000. The program includes a Loss Fund from which is paid up to \$375,000 for each and every covered claim.

The Trust agreement permits the Trust to make additional assessments to members should there be a deficiency in Trust assets to meet its liabilities. Generally accepted accounting principles require members of pools with a sharing of risk to determine whether or not such assessment is probable and, if so, a reasonable estimate of such assessment. At this time, the Trust foresees no likelihood of an additional assessment for any of the past years.

Claims expenditures and liabilities are reported when it is probable that a loss has occurred and the amount of that loss can be reasonably estimated. These losses include an estimate of claims that have been incurred but not reported. Based on the best available information there is no liability at June 30, 2001.

The County continues to carry commercial insurance for all other risks of loss, including employee and public official fidelity bonds, health and accident insurance.

**NOTE 4--CASH AND INVESTMENTS**

The County's investment policy for Governmental and Proprietary Fund Types require that deposits and investments be made in institutions that are participants in federal insurance programs. The County limits its investments to money market accounts, certificates of deposit and repurchase agreements in accordance with New Hampshire state law (RSA 41:29) or the New Hampshire Public Deposit Investment Pool (NHPDIP), an external investment pool. The NHPDIP is not registered with the United States Securities and Exchange Commission as an investment company. NHPDIP was created by state law and is administered by a public body of state, local and banking officials.

At year-end, the carrying amount of the County's deposits with financial institutions was \$6,616,832 and the bank balance was \$10,250,135, which was fully insured or collateralized.

The County's deposits are categorized to provide an indication of the level of risk assumed by the County of Hillsborough, New Hampshire. Category 1 includes investments that are insured or registered or for which the securities are held by the County or its agent in the County's name. Category 2 includes uninsured and unregistered investments for which the securities are held by the broker's or dealer's trust department or agent in the County's name. Category 3 includes uninsured or unregistered investments for which the securities are held by the broker or dealer, or by its trust department or agent but not in the County's name.

**COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**  
June 30, 2001

**NOTE 4--CASH AND INVESTMENTS (CONTINUED)**

	Category			Carrying
	1	2	3	<u>Amount</u>
Certificates of deposit	<u>\$ 20,000,000</u>	<u>\$ -</u>	<u>\$ -</u>	\$ 20,000,000
Investment in NHPDIP				<u>1,327,486</u>
Total Investments				<u>\$ 21,327,486</u>

Investments in the NHPDIP are not considered susceptible to custodial credit risk and therefore are not categorized by risk.

**NOTE 5--PENSION PLAN**

**New Hampshire Retirement System**

***Plan Description***

The County contributes to the New Hampshire Retirement System (NHRS), a cost-sharing multiple-employer defined benefit pension plan administered by the NHRS Board of Trustees. The plan provides service, disability, death and vested retirement allowances to plan members and beneficiaries. Benefit provisions are established and may be amended by the New Hampshire State legislature. The NHRS issues a publicly available financial report that includes financial statements and required supplementary information for NHRS. That report may be obtained by writing to New Hampshire Retirement System, 4 Chenell Drive, Concord, New Hampshire 03301.

***Funding Policy***

Covered public safety and general employees are required to contribute 9.3% or 5.0% of their covered salary, respectively, and the County is required to contribute at an actuarially determined rate. The County's contribution rates were 4.93% and 4.24% of covered payroll for police officers and general employees, respectively for the year ended June 30, 2001. The County contributes 65% of the employer cost for public safety officers employed by the County and the State contributes the remaining 35% of the employer cost. The County contributes 100% of the employer cost for general employees of the County. On-behalf fringe benefits contributed by the State of New Hampshire have not been recognized as a revenue and expenditure of the General Fund as amounts are not material to the financial statements.

Per RSA-100:16, plan member contribution rates are established and may be amended by the New Hampshire State legislature and employer contribution rates are determined by the NHRS Board of Trustees based on an actuarial valuation. The County's contributions to the NHRS for the years ending June 30, 2001, 2000, and 1999 were \$816,888, \$823,201, and \$766,657, respectively, equal to the required contributions for each year.



# COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE

## NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)

June 30, 2001

### NOTE 6—PROPERTY, PLANT AND EQUIPMENT

The following is a summary of changes in the property, plant and equipment in the Nursing Home Enterprise Fund and the General Fixed Asset Account Group for the year ended June 30, 2001.

#### *Nursing Home Enterprise Fund*

	Balance 07/01/00	Additions	Deletions	Balance 06/30/01
Land and improvements	\$ 523,809			\$ 523,809
Buildings and improvements	6,653,150	\$ 113,664		6,766,814
Machinery and equipment	2,255,400	168,308		2,423,708
Sewage Treatment	32,900			32,900
	9,465,259	281,972	-	9,747,231
Accumulated depreciation	(6,906,793)	(316,903)		(7,223,696)
	<u>\$ 2,558,466</u>	<u>\$ (34,931)</u>	<u>\$ -</u>	<u>\$ 2,523,535</u>

The assets acquired through capital leases are as follows:

Machinery and equipment	\$ 10,825
Less: Accumulated depreciation	(1,264)
	<u>\$ 9,561</u>

#### *General Fixed Asset Account Group*

	Balance 07/01/00	Additions	Deletions	Balance 06/30/01
Land and improvements	\$ 237,680			\$ 237,680
Buildings and improvements	27,003,825			27,003,825
Machinery and equipment	3,434,290	\$ 131,524		3,565,814
	<u>\$ 30,675,795</u>	<u>\$ 131,524</u>	<u>\$ -</u>	<u>\$ 30,807,319</u>

### NOTE 7—LONG-TERM OBLIGATIONS

#### *Changes in Long-Term Obligations*

The following is a summary of debt transactions of the County for the year ended June 30, 2001:

	Balance 07/01/00	Issued	Retired	Balance 06/30/01
General Long-Term Debt Account Group:				
General obligation bonds	\$ 2,800,000		\$(1,400,000)	\$ 1,400,000
Capital lease payable		\$ 56,488		56,488
Nursing Home Fund:				
Capital lease payable		9,694		9,694
	<u>\$ 2,800,000</u>	<u>\$ 66,182</u>	<u>\$(1,400,000)</u>	<u>\$ 1,466,182</u>

**COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**  
June 30, 2001

**NOTE 7--LONG-TERM OBLIGATIONS (CONTINUED)**

***General Long-Term Obligations***

General obligation bonds payable at June 30, 2001 consist of the following individual issues:

General Long-Term Debt:

\$22,000,000 Bond, dated August 15, 1986, interest at 6.4%, payable in variable annual payments until 2001	<u>\$ 1,400,000</u>
---	---------------------

Interest expense for the year ended June 30, 2001 was \$136,500 on General Obligation Debt.

***Capital Lease Obligations***

Capital lease obligations represent lease agreements entered into for the financing of equipment acquisitions. These contracts are subject to cancellation should funds not be appropriated to meet payment obligations. Amounts are annually budgeted in the applicable function. Following are capital leases at June 30, 2001:

Equipment, due in monthly installments of \$633 through July, 2003; including interest at 5.43%	\$ 20,975
Equipment, due in monthly installments of \$335 through June, 2004; including interest at 8.927%	10,532
Equipment, due in monthly installments of \$1,291 through December, 2003; including interest at 8.748%	<u>34,675</u>
	<u>\$ 66,182</u>

***Summary of Debt Service Requirements to Maturity***

The annual requirements to amortize the debt outstanding as of June 30, 2001, including interest of \$52,869 is as follows:

Year Ending <u>June 30,</u>	General Obligation <u>Bonds</u>	Capital <u>Leases</u>	Nursing Home Capital <u>Leases</u>	<u>Total</u>
2002	\$ 1,445,500	\$ 22,910	\$ 4,189	\$ 1,472,599
2003		22,910	4,189	27,099
2004		16,636	2,717	19,353
	<u>\$ 1,445,500</u>	<u>\$ 62,456</u>	<u>\$ 11,095</u>	<u>\$ 1,519,051</u>

**COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**  
**June 30, 2001**

**NOTE 8—INTERFUND BALANCES**

Individual interfund receivable and payable balances at June 30, 2001:

	Interfund <u>Receivables</u>	Interfund <u>Payables</u>
General Fund	\$ 2,408,746	\$ 1,063,538
Special Revenue Funds:		
Deeds Equipment Replacement Fund	150,657	
Incentive Funds	232,974	
Capital Projects Fund	645,621	
Nursing Home Enterprise Fund		2,480,495
Expendable Trust Funds:		
Capital Reserve Fund	97,026	
Agency Funds:		
Corrections Department - Canteen Fund	1,492	
Nashua Courthouse - Canteen Fund	1,556	
Sheriff Forfeiture Fund	1,105	
Corrections Commissary Account	4,856	
	<u>\$ 3,544,033</u>	<u>\$ 3,544,033</u>

**NOTE 9—CHANGES IN CONTRIBUTED/DONATED CAPITAL**

There were no changes in the contributed capital account for the Nursing Home Enterprise Fund during the year ended June 30, 2001. The balance at June 30, 2001 is \$3,247,658.

**NOTE 10—NET WORKING CAPITAL**

The net working capital for the Nursing Home Fund as of June 30, 2001 is (\$1,917,862).

**NOTE 11—LEASE OF HOUSE OF CORRECTION**

The County currently leases the former “House of Correction” to the State of New Hampshire, which is using the facility as a women’s prison. Rent is payable to the County on a monthly basis. The annual rent due to the County, which is annually adjusted, was \$175,000 for the year ended June 30, 2001.

**NOTE 12—COMMITMENTS AND CONTINGENCIES**

*Litigation*

The County Attorney's Office and outside legal counsel estimate that any potential claims against the County, which are not covered by insurance, are immaterial and would not affect the financial position of the County.

**COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE**

**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**

June 30, 2001

**NOTE 12--COMMITMENTS AND CONTINGENCIES (CONTINUED)**

*Other Contingencies*

The County participates in the federally assisted Medicaid program at the County Nursing Home. This program is subject to financial and compliance audits by the grantors or their representatives. The amount, if any, of expenditures which may be disallowed by the granting agency cannot be determined at this time, although the County expects such amounts, if any, to be immaterial. The County received \$11,915,255 during the year ended June 30, 2001 in Medicaid funding through the State of New Hampshire.

Schedule 1

COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE

Combining Balance Sheet - All Special Revenue Funds

June 30, 2001

	Deeds Equipment Replacement Fund	Incentive Funds	Combining Total
ASSETS			
Due from other funds	\$ 150,657	\$ 232,974	\$ 383,631
Total Assets	<u>\$ 150,657</u>	<u>\$ 232,974</u>	<u>\$ 383,631</u>
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable		\$ 8,560	\$ 8,560
Accrued expenses		67,839	67,839
Total Liabilities	<u>-</u>	<u>76,399</u>	<u>76,399</u>
Fund Balance:			
Unreserved:			
Undesignated	\$ 150,657	156,575	307,232
Total Fund Balance	<u>150,657</u>	<u>156,575</u>	<u>307,232</u>
Total Liabilities and Fund Balance	<u>\$ 150,657</u>	<u>\$ 232,974</u>	<u>\$ 383,631</u>



## Schedule 2

**COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE**

Combining Statement of Revenues, Expenditures and Changes in Fund Balances

All Special Revenue Funds

For the Year Ended June 30, 2001

	Deeds Equipment Replacement <u>Fund</u>	Incentive <u>Fund</u>	Combining <u>Total</u>
Revenues:			
Charges for services	\$ 177,562		\$ 177,562
Intergovernmental revenues		\$ 724,892	724,892
Total Revenues	<u>177,562</u>	<u>724,892</u>	<u>902,454</u>
Expenditures:			
Current:			
General government		718,450	718,450
Capital outlay	<u>177,966</u>	<u>-</u>	<u>177,966</u>
Total Expenditures	<u>177,966</u>	<u>718,450</u>	<u>896,416</u>
Excess of Revenues Over (Under) Expenditures	(404)	6,442	6,038
Fund Balances - January 1	<u>151,061</u>	<u>150,133</u>	<u>301,194</u>
Fund Balances - December 31	<u>\$ 150,657</u>	<u>\$ 156,575</u>	<u>\$ 307,232</u>

## Schedule 3

**COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE**

## Schedule of Revenues

Budget and Actual (Budgetary Basis) - General Fund

For the Year Ended June 30, 2001

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Revenues:			
County Taxes	\$ 37,360,711	\$ 37,360,711	\$ -
Charges for Services:			
Registry of Deeds	2,500,000	3,837,916	1,337,916
Sheriff's Department	1,391,376	1,125,044	(266,332)
Department of Corrections	522,864	530,846	7,982
County Attorney	<u>75,037</u>	<u>79,431</u>	<u>4,394</u>
Total Charges for Services	<u>4,489,277</u>	<u>5,573,237</u>	<u>1,083,960</u>
Intergovernmental Revenues:			
Medicaid pool funds	1,000,000	993,962	(6,038)
Incentive funds	<u>109,000</u>	<u>108,334</u>	<u>(666)</u>
Total Intergovernmental Revenues	<u>1,109,000</u>	<u>1,102,296</u>	<u>(6,704)</u>
Miscellaneous:			
Interest of investments	900,000	1,735,188	835,188
Rent	250,000	227,088	(22,912)
Sale of municipal property	750,000	-	(750,000)
Other	<u>57,500</u>	<u>341,822</u>	<u>284,322</u>
Total Miscellaneous Revenues	<u>1,957,500</u>	<u>2,304,098</u>	<u>346,598</u>
Total Revenues	<u>\$ 44,916,488</u>	<u>\$ 46,340,342</u>	<u>\$ 1,423,854</u>

## Schedule 4

**COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE**

## Schedule of General Fund Expenditures and Other Financing Uses

## Budget and Actual (Budgetary Basis) - General Fund

For the Year Ended June 30, 2001

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Expenditures:			
Current:			
General Government:			
County Convention	\$ 101,535	\$ 87,667	\$ 13,868
County Attorney	2,588,849	2,426,535	162,314
County Commissioners	111,097	99,635	11,462
Special Projects	76,502	76,500	2
Business Office	327,354	291,249	36,105
Computer Information Systems	390,045	371,361	18,684
Labor Relations	88,749	83,875	4,874
Registry of Deeds	1,209,111	1,146,157	62,954
County Complex	412,277	387,726	24,551
Law Library	44,500	38,969	5,531
Cooperative Extension	478,350	450,841	27,509
Conservation District	44,665	32,905	11,760
Contingency	879,560	-	879,560
Total General Government	<u>6,752,594</u>	<u>5,493,420</u>	<u>1,259,174</u>
Public Safety:			
Sheriff's Department	3,339,932	3,065,825	274,107
Department of Corrections	10,854,026	9,279,958	1,574,068
Medical Referee	135,000	94,380	40,620
Total Public Safety	<u>14,328,958</u>	<u>12,440,163</u>	<u>1,888,795</u>
Health and Welfare:			
Welfare Assistance	23,390,000	17,486,560	5,903,440
Welfare Administration	486,307	464,774	21,533
Total Health and Welfare	<u>23,876,307</u>	<u>17,951,334</u>	<u>5,924,973</u>
Debt Service:			
Principal retirement	1,400,000	1,400,000	-
Interest on long-term debt	136,500	136,500	-
Interest on tax anticipation notes	300,000	-	300,000
Total Debt Service	<u>1,836,500</u>	<u>1,536,500</u>	<u>300,000</u>
Total Expenditures	<u>46,794,359</u>	<u>37,421,417</u>	<u>9,372,942</u>
Other Financing Uses:			
Operating Transfer to:			
Nursing Home Fund	1,122,129	1,122,129	-
Total Other Financing Uses	<u>1,122,129</u>	<u>1,122,129</u>	<u>-</u>
Total Expenditures and Other Financing Uses	<u>\$ 47,916,488</u>	<u>\$ 38,543,546</u>	<u>\$ 9,372,942</u>



Hillsborough County  
Board of Commissioners  
300 Chestnut Street  
Manchester, NH 03101-2492



University Library  
18 Library Way  
Durham NH 03824-3592